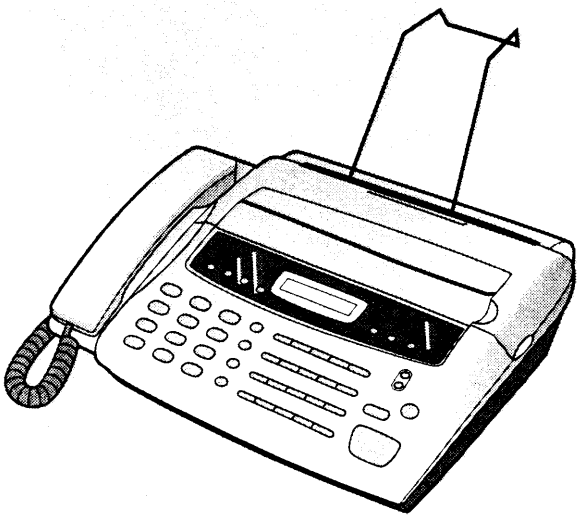
SHARP

MODEL

FO-455

FACSIMILE

OPERATION MANUAL



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WARNING — AUSTEL Regulations state that no unauthorised changes or modifications to this equipment are permitted.

Note: Complies with AS/NZS 3548 (class A) regarding Emission of Electromagnetic Interference.

These limits are designed to provide reasonable protection against interference in an installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause interference. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

— Reorient or relocate the receiving antenna.

— Increase the separation between the equipment and the receiver.

— Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

— Consult the dealer or an experienced radio/TV technician for help.

FOR YOUR RECORDS

Please record the model number and serial number below, for easy reference, in case of loss or theft. These numbers are located on the rear side of the unit. Space is also provided for other relevant information.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

INTRODUCTION

The FO-455 facsimile transceiver is G3 compatible, which means it is able to communicate with almost every facsimile machine in use today. In addition to the basic operations of sending and receiving documents, it provides a variety of special features designed to increase the ease and effectiveness of your communications.

This manual gives you easy-to-follow instructions for installing and using the FO-455. The Table of Contents will show you where instructions for using each feature are located. Whilst you may not need to read every section in detail at first, we recommend you at least review them briefly.

If you have any questions or problems which cannot be solved by reading this manual, please contact your Sharp dealer.

Important:

- *This facsimile machine is not designed for use on a line which has call waiting, call forwarding, and some other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.*
- *This fax machine is not compatible with digital telephone systems. No other fax machines may be connected to the same line.*

For your safety, if any of your equipment is not operating properly or should any physical damage occur to the equipment where internal parts may become exposed, the equipment should be immediately disconnected from the phone line and then the power line and returned to a SHARP authorised Service Centre for inspection, repair, or disposal.

♦ Important safety information

- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Installing or modifying telephone lines should only be under taken by a liscenced techician.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.

♦ *Your fax machine and the telephone system*

The Austel Registration Number and Ringer Equivalence Number (REN) for this equipment are shown on the label on the back of the machine. The telephone company may require these numbers.

The sum of all Ringer Equivalence Numbers on your telephone line should be three or less in order to assure proper service from the telephone company.

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SPECIFICATIONS

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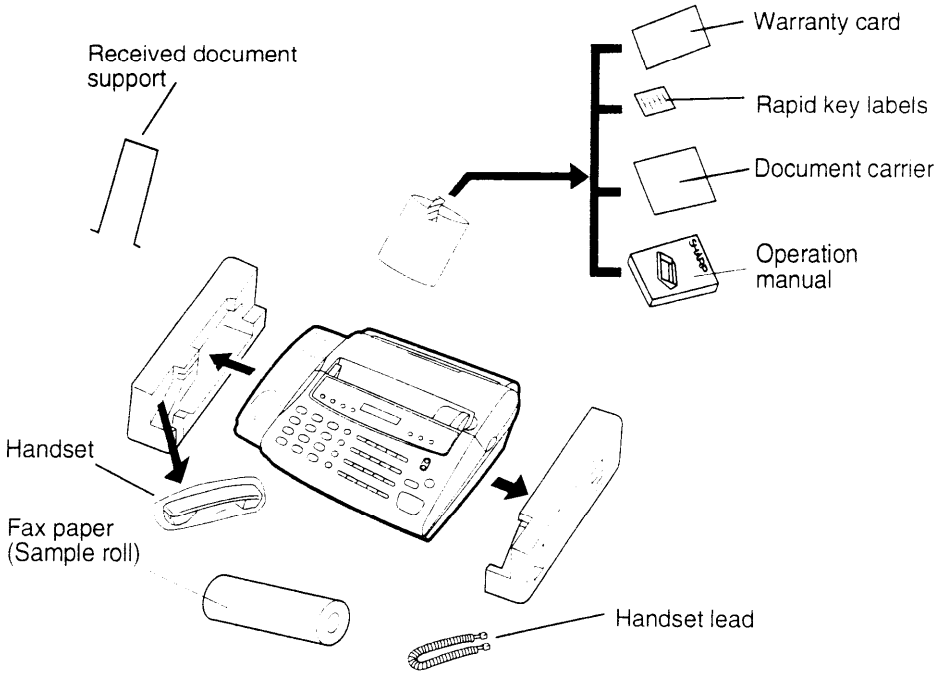
1 INSTALLATION

CHECK LIST

After unpacking your fax, make sure you have all the items shown below. If any are missing, contact your dealer or retailer.



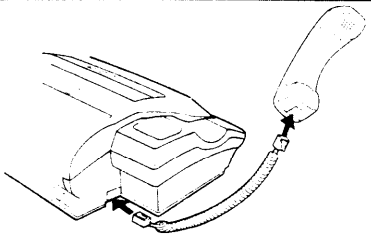
- In addition to the above items, you should have an FO80TP adaptor (fax line cord). This is supplied separately by your dealer.

Points to keep in mind when setting up

- Keep the fax away from air conditioners, heaters, direct sunlight, and dust.
- Provide easy access to the front, back, and sides of the fax. In particular, keep the area in front of the fax clear, or the original document may jam as it comes out after scanning.
- If the fax is moved from a cold to a warm place, it is possible that condensation may form on the reading glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately 2 hours before using the fax.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

CONNECTIONS

Handset



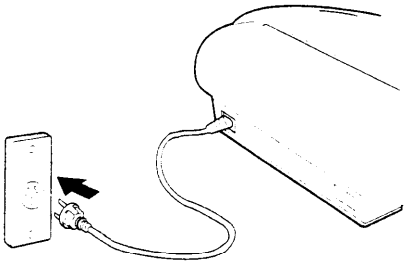
Connect the handset lead to the handset and the fax as shown.

- The ends of the handset lead are identical, so they will go into either socket.

Place the handset on the handset rest.

Use the handset to make ordinary phone calls, or to transmit and receive documents manually.

Power lead



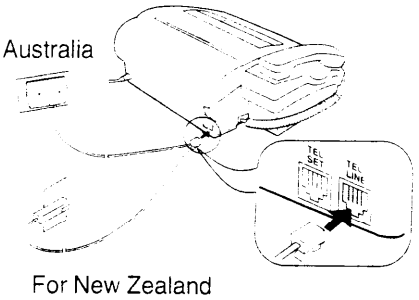
Install the fax machine near an easily accessible power point 230-240 V, 50Hz.

Plug the power lead into a 230-240 V, 50 Hz, grounded (3-prong) AC outlet.

- The fax does not have a power on/off switch, so the power is turned on and off by simply plugging or unplugging the power lead.
- **Caution:** When disconnecting the FO-455, unplug the telephone line cord before unplugging the power lead.

Telephone line cord

For Australia



For New Zealand

Insert the small modular plug which terminates the FO80TP adaptor line cord into the socket on the back of the fax marked "TEL. LINE". Plug the FO80TP adaptor into the telephone socket on the wall.

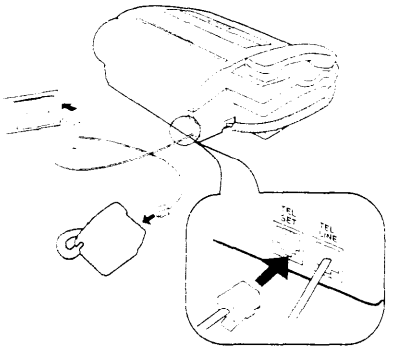
- Be sure to plug the line cord into the **TEL. LINE** socket on the fax. **Do not** plug it into the **TEL. SET** socket.

Note: *If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.*

Other devices

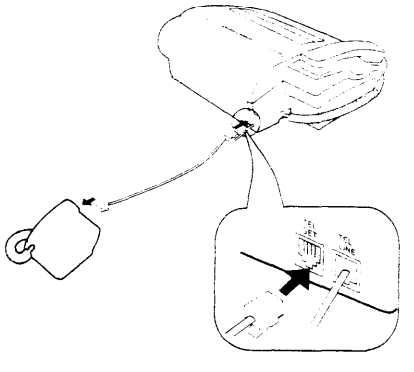
If desired, you can connect an extension phone to your fax.

- You can connect an extension phone to the fax to make and receive calls like any other extension phone on your line. For details on receiving faxes from an extension phone, see "Receiving Documents" in Chapter 3.



Insert one end of the extension phone line either into the socket on the back side of the FO80TP adaptor, or into the socket marked "TEL. SET" on the fax (first remove the seal from the socket).

or



Important:

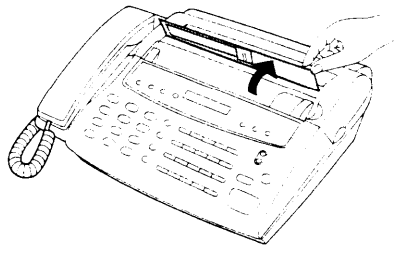
- *In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the extension socket of the equipment.*

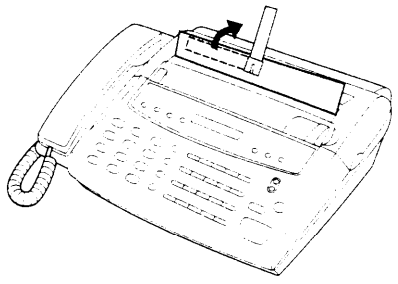
Moving your fax and reconnecting

Should it be necessary to move your fax to a new location, first disconnect the telephone line cord before disconnecting the power lead. When reconnecting, it is necessary to connect the power lead before connecting the telephone line cord.

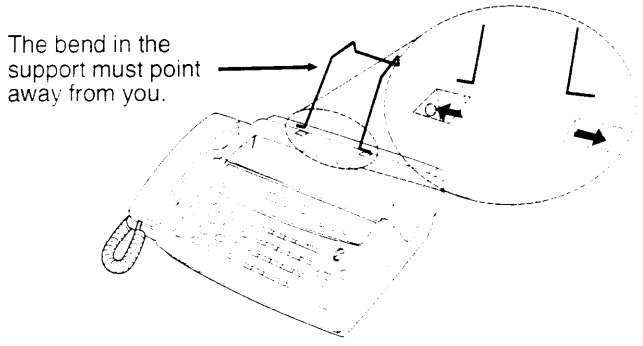
ATTACHMENTS

Flip up the original document support. Rotate the extender so that it points straight up.





Attach the received document support.

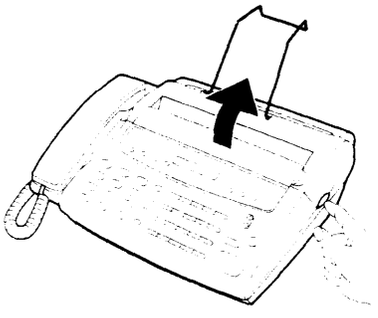


LOADING THE FAX PAPER

Your fax prints by a process called thermal printing. The print head applies heat to special paper which is chemically treated to change colour when heated to a certain level, and this creates the printed text or image.

Follow the steps below to load the sample roll of fax paper provided.

1

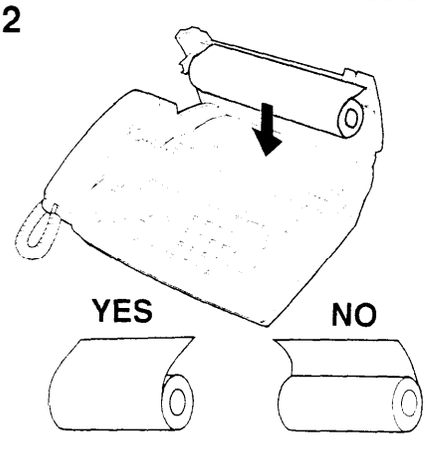


Grasp the finger hold on the right side of the paper compartment cover, and pull up to open it.

Remove the packing paper from the paper compartment.

- **Caution!** If you are replacing the paper, do not touch the metal strip in the compartment. It may be hot if a document has just been printed.

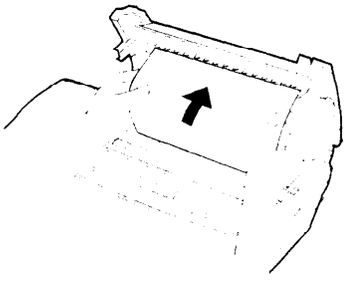
2



Unwrap the roll of fax paper and insert it in the compartment.

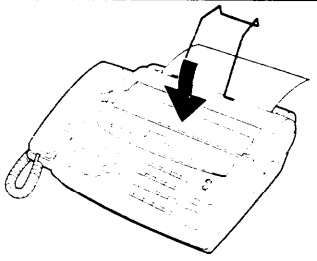
- **Important:** The roll must be placed so that the leading edge of the paper feeds from over the top of the roll. (The paper is only coated on one side for printing. If the roll is placed upside down, the paper will come out blank after printing.)

3



Pass the leading edge of the paper through the slit between the metal paper guide and the protruding ribs, and pull it out from the other side of the paper compartment cover. Remove any slack.

4



Close the cover, and at the same time pull the paper out through the outlet so that there is no slack in the compartment.

- A short length of the fax paper will feed out and be cut off. (If this doesn't happen, repeat the loading procedure.)

Note: *The fax has a built-in anti-curl mechanism that will help to reduce paper curling problems. The anti-curl mechanism will be more effective at the beginning of the paper roll and less effective towards the end.*

Replacing the fax paper

To assure a long life for your fax and obtain the best reproduction quality, we recommend that you use the following Sharp fax (thermal) paper which is available from your dealer:

FO-40PR THERMAL PAPER (50 m roll)

- The use of any other paper may result in poor copy quality and excessive build-up of residue on the head. This is due to the different thermal reactive characteristics of each manufacturer's paper.
- Other manufacturers paper may not have paper out sensor line at end of roll which could cause messages to be lost and may cause the cutter to jam.(see Chapter 11 "Clearing paper jams")

When the paper runs out, OUT OF PAPER will appear in the display. Reception and copying will no longer be possible. To replace the paper, first take out the old roll, then load the new roll as described above.

Handling fax paper

Do not unpack the paper until you are ready to use it. It may become discoloured if:

- It is stored at high humidity or high temperature.
- It is exposed to direct sunlight.
- It comes in contact with glue, thinner, or a freshly copied blueprint.
- A rubber eraser or adhesive tape is used on it, or it is scratched.

2 INITIAL SETTINGS

SET-UP GUIDE

Before you can begin using your fax, there are some settings which must be made with the keys on the operation panel. Some of the settings are required for basic use of your fax, others may or may not be necessary depending on how you want to use the fax. The procedures for making the settings are described in this chapter in the order shown below.

Required settings:

- Entering your name and fax/telephone number in the fax
- Setting the fax to the current date and time
- Selecting the reception mode
- Answering machine set-up

Settings which may be necessary:

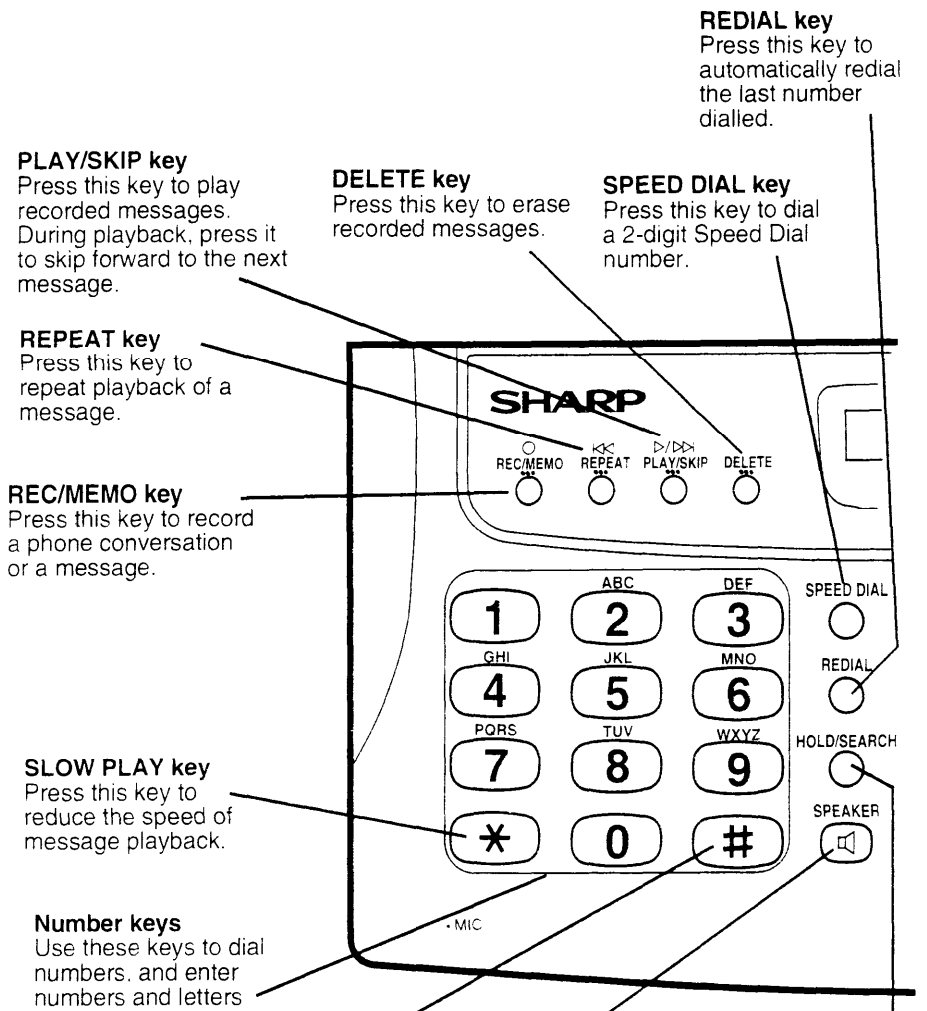
- Distinctive ringing: If you subscribe to a distinctive ringing service from your telephone company (this is a service which allows you to use several different devices, each with its own phone number and ringing pattern, on one line), you may want to select ringing patterns for the fax and/or the built-in answering machine.

Other settings:

- Storing numbers for automatic dialling: Automatic dialling allows you to dial a full fax or phone number by simply pressing a Rapid Key, or by pressing the **SPEED DIAL** key and entering a 2-digit number. To use automatic dialling, you must store the desired fax and phone numbers in the fax.
- Volume adjustment: Adjustment of the volume of the speaker, handset, and ringer.

A LOOK AT THE OPERATION PANEL

Before you make the settings, take a moment to familiarise yourself with the operation panel.

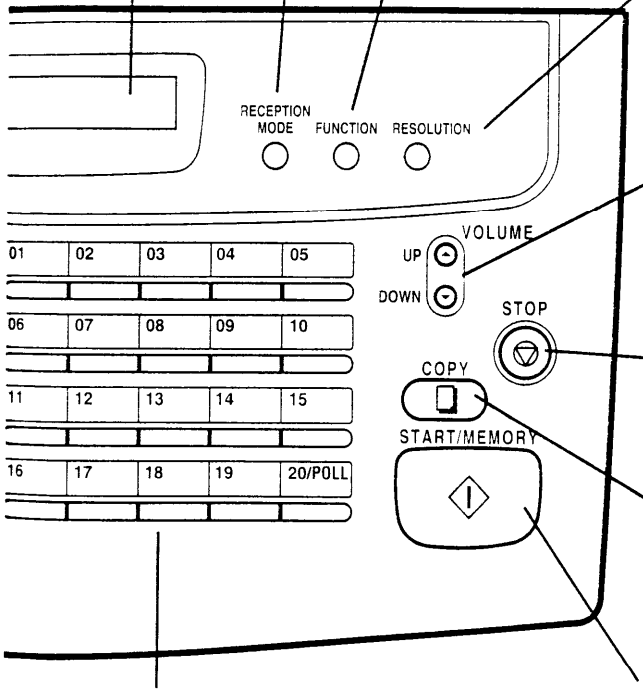

REDIAL key
Press this key to automatically redial the last number dialled.
PLAY/SKIP key
Press this key to play recorded messages. During playback, press it to skip forward to the next message.
DELETE key
Press this key to erase recorded messages.
SPEED DIAL key
Press this key to dial a 2-digit Speed Dial number.
REPEAT key
Press this key to repeat playback of a message.
REC/MEMO key
Press this key to record a phone conversation or a message.
SHARP
REC/MEMO
REPEAT
PLAY/SKIP
DELETE
SPEED DIAL
REDIAL
HOLD/SEARCH
SPEAKER
MIC
SLOW PLAY key
Press this key to reduce the speed of message playback.
Number keys
Use these keys to dial numbers, and enter numbers and letters during number/name storing procedures.
FAST PLAY key
Press this key to increase the speed of message playback.
SPEAKER key
Press this key to dial a number without picking up the handset.
HOLD/SEARCH key
Press this key to search for an automatic dialling number, or, during a phone conversation, press it to put the other party on hold.

Display
This displays various messages during operation and programming.

RECEPTION MODE key
Press this key to select the mode of reception.

FUNCTION key
Press this key to select various special functions.

RESOLUTION key
Press this key to adjust the resolution and contrast before sending or copying a document.



VOLUME keys
Press these keys to adjust the volume of the speaker when the **SPEAKER** key has been pressed, or the volume of the ringer at all other times.

STOP key
Press this key to stop operations before they are completed.

COPY key
Press this key to make a copy of a document.

Rapid Dial Keys
Press one of these keys to dial a fax or voice number automatically. (Note that you must attach the Rapid Key labels.)

START/MEMORY key
Press this key to send or receive a document, or to scan a document into memory before sending it.

ENTERING YOUR NAME AND FAX NUMBER

To have your name and fax/telephone number (called the "Sender's name" and "Sender's number") printed at the top of every page you transmit, program them by pressing the panel keys as shown below.

- If you enter an incorrect number or letter, press the **HOLD** key to move the cursor back to the mistake, then enter the correct number or letter. (To move the cursor forward, press the **SPEAKER** key.)

1 FUNCTION 3

Press the keys shown at left. "ENTRY MODE" will appear in the display.

2 # #

Press the "#" key 2 times. "OWN NUMBER SET" will appear in the display.

3 START MEMORY

Press the **START** key.

4 5 5 5 1 2 3 4

(Example)

Enter your fax number (max. of 20 digits) by pressing the number keys. (To insert a space between digits, press the "#" key. To insert a "+", press the "✱" key.)

5 START MEMORY

Press the **START** key.

6 7 7 7 7 7 / 4 4 4 / 2 2 / 7 7 7 7 / SPEAKER / 7 7

(Example: "SHARP")

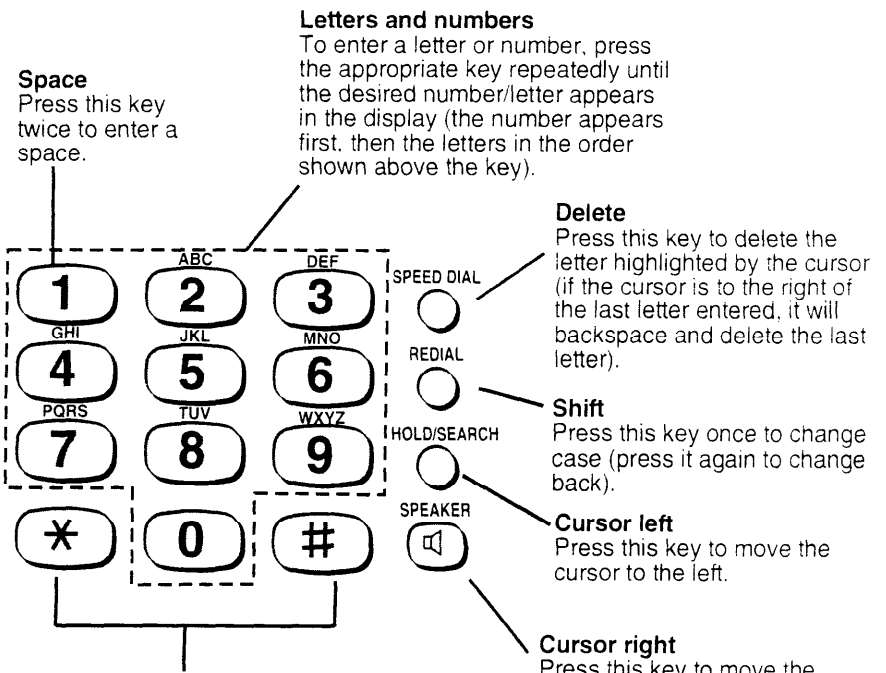
Enter your name by pressing the appropriate number keys as shown on the following page. Press each key repeatedly until the desired letter appears in the display. (Max. of 24 characters.)

7 START MEMORY STOP

Press the **START** key and then the **STOP** key.

ENTERING LETTERS FOR NAMES

Names are programmed by pressing the numeric keys. You will notice that letters are indicated above each of the number keys "**2**" through "**9**". To enter a letter (or number), press the appropriate key one or more times until the letter appears in the display (the number will appear first, followed by the letters in the order indicated above the key). The keys used for entering letters and editing are shown below.


Letters and numbers
To enter a letter or number, press the appropriate key repeatedly until the desired number/letter appears in the display (the number appears first, then the letters in the order shown above the key).
Space
Press this key twice to enter a space.
Delete
Press this key to delete the letter highlighted by the cursor (if the cursor is to the right of the last letter entered, it will backspace and delete the last letter).
Shift
Press this key once to change case (press it again to change back).
Cursor left
Press this key to move the cursor to the left.
Cursor right
Press this key to move the cursor to the right.
Symbols
Press either key repeatedly until the desired symbol appears (see the symbol list on the following page).
ABC
DEF
GHI
JKL
MNO
PQRS
TUV
WXYZ
SPEED DIAL
REDIAL
HOLD/SEARCH
SPEAKER
1
2
3
4
5
6
7
8
9
*
0
#

- *To enter two letters in succession which require using the same key, press the* **SPEAKER** *key once after entering the first letter, then enter the second letter.*
- *To change one individual letter to another, move the cursor to that letter and enter the desired letter. The new letter will simply replace the old one.*

Symbol list

To enter a symbol from the list below, press the "#" key or the "✱" key repeatedly until the desired symbol appears.

→ ← ✱
. / ! " # $ % & ' ( ) ✱ + , - : ; < = > ? @ [¥] ^ _ ` { | } → ←

Example

The following is an example of entering the name "ABC Co. #1".

- The cursor in the display is indicated below by a rectangle:

Step	Press these keys:	Display
1	ABC 2 ABC 2	A
2	SPEAKER	A
3	ABC 2 ABC 2 ABC 2	A B
4	SPEAKER	A B
5	ABC 2 ABC 2 ABC 2 ABC 2	A B C
6	1 1	A B C
7	ABC 2 ABC 2 ABC 2 ABC 2	A B C C
8	REDIAL MNO 6 MNO 6 MNO 6 MNO 6	A B C C o
9	#	A B C C o .
10	1 1	A B C C o .
11	# # # # #	A B C C o . #
12	1	A B C C o . # 1
13		

SETTING THE DATE AND TIME

The date and time appear in the display and reports, and are printed at the top of every page you transmit. Set the date and time by pressing the keys on the operation panel as shown below.

- To correct a mistake, press the **SPEED DIAL** key to move the cursor back to the mistake, and then enter the correct number.

1	FUNCTION ○ (3)	Press the keys shown at left. "ENTRY MODE" will appear in the display.
2	(*) (*)	Press the keys shown at left. "DATE & TIME SET" will appear in the display.
3	◇	Press the **START** key.
4	(0) (5) (Example: the 5th)	Enter a 2-digit number for the day ("01" to "31").
5	(0) (1) (Example: January)	Enter a 2-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).
6	(9) (6) (Example: 1996)	Enter the last 2 digits of the year.
7	(0) (9) (2) (5) (Example: 9:25)	Enter a 2-digit number for the hour ("00" to "23") and a 2-digit number for the minute "00" to "59").
8	◇ STOP ⊘	Press the **START** key and then the **STOP** key.

SELECTING THE RECEPTION MODE

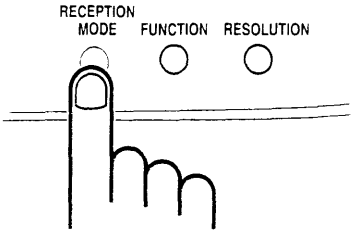
Your fax has three modes for receiving incoming calls and faxes:

ANS mode: Select this mode when you are out and want the built-in answering machine to answer all calls. Voice messages will be recorded. and fax messages will be received automatically.

TEL mode: Select this mode when you are in and want to receive both voice calls and fax messages on the same line. You must answer all calls, including fax messages, using the fax's handset or an extension phone connected to the same line.

FAX mode: Select this mode when you only want to receive fax messages on your line. The fax will answer all calls and receive incoming fax messages automatically.(see also Fax/Phone Changeover in Chapter 8.)

Setting the reception mode



Set the mode of reception with the **RECEPTION MODE** key on the panel.

- To select ANS, press the key until "GENERAL OGM PLAY" appears in the display ("ANS" will appear after the general outgoing message plays).

  Note: *ANS mode cannot be selected unless a general outgoing message has been recorded as described in "Answering Machine Set-up" in this chapter.*

- To select TEL, press the key until "TEL" appears in the display.
- To select FAX, press the key until "FAX" appears in the display.

ANSWERING MACHINE SET-UP

About the answering machine

The FO-455's built-in answering machine allows you to receive both voice messages and fax transmissions while you are out. Up to 11 minutes of voice messages can be recorded when no documents are stored in memory (this may vary depending on the content of the messages).

When the reception mode is set to ANS, the answering machine will automatically answer incoming calls and play your outgoing message (this is your recorded greeting which informs callers that they can leave a message or send a fax). Voice callers can leave a message just as with any regular answering machine. If the call is a fax transmission, the FO-455 will automatically receive it.

The built-in answering machine has four different "boxes" in which voice messages from callers can be recorded. This allows individuals in your office or members of your family to each receive their own private messages. A passcode can be programmed for each box to prevent other people from listening to or erasing messages.

The General Box is for general use, and Boxes 1, 2, and 3 are each for personal use. An outgoing message for the General Box must be recorded, and an outgoing message must also be recorded for each personal box used.

When the answering machine answers a call, the caller will hear the general outgoing message. If they want to leave a message in the General Box, they need only wait for the beep and then speak.

If they want to leave a message in a personal box, they must enter the number of the box ("1" for Box 1, "2" for Box 2, or "3" for Box 3) by pressing the appropriate key on their telephone before the beep. The outgoing message for the selected box will play, and they can then leave a message.

Note: *To leave a message in a personal box, the caller must be on a touch-tone phone.*

Recording an outgoing message

To use the built-in answering machine, you must first record a general outgoing message. This must be done even if you only intend to use personal boxes. An outgoing message for each personal box used must also be recorded. A personal box cannot be accessed if it does not have an outgoing message.

The following is an example of a general outgoing message:

"Hello. this is the Jones family. We are not at home right now. If you would like to leave a general message, please speak after the beep. If you would like to leave a private message, press "1" for John, "2" for Jane, or "3" for Billy before the beep. If you would like to send a fax, press your facsimile Start button."

The following is an example of an outgoing message for a personal box:

"This is Jane's personal box. Please leave a message after the beep."

1

Press the keys shown at left. "A.M. SETTINGS" will appear in the display.

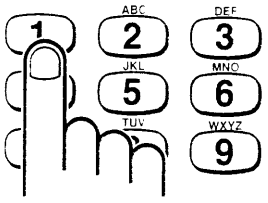
2

Press the "#" key. OGM RECORDING will appear in the display.

3

Press the **START/MEMORY** key.

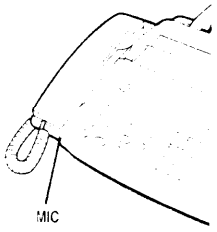
4



Press a numeric key to select the outgoing message you want to record:

- "**0**": General outgoing message
- "**1**": Box 1 outgoing message
- "**2**": Box 2 outgoing message
- "**3**": Box 3 outgoing message
- "**4**": Transfer outgoing message (This is used for the Transfer function, which is described in "Other Functions" in Chapter 4.)

5



Press the **REC/MEMO** key, and then speak facing the "**MIC**" mark on the lower left corner of the machine at a distance of about 30 cm.

- The general outgoing message can be up to 60 seconds long. A personal outgoing message can be up to 30 seconds long.
- While recording, the display will show the time remaining to record.

6

When finished, press the **STOP** key.

- If the time limit is exceeded or the handset is lifted, recording will stop automatically.

7

Go back to Step 4 to record an outgoing message for another box, or press the **STOP** key twice to exit.

To listen to or erase an outgoing message

To listen to or erase an outgoing message, follow Steps 1 through 4 of the above procedure to select the message, and then press the **PLAY/SKIP** key to listen to it, or the **DELETE** to erase it. To exit, press the **STOP** key twice. Note that the general outgoing message can be changed by repeating the above procedure; however, it cannot be erased.

Note: *If an extension phone is connected to the FO-455, an outgoing message cannot be recorded, played, or deleted while the extension phone is being used (while LINE IS IN USE appears in the display).*

Programming a passcode

A 3-digit passcode can be programmed for each of the boxes. If this is done, the passcode must be entered before messages in the box can be listened to or erased. Program a new passcode or clear a previously programmed passcode by pressing the panel keys as shown below.

- The numbers "1", "2", and "3" cannot be selected for the first digit of the passcode.

1	FUNCTION	Press the keys shown at left. "A.M. SETTINGS" will appear in the display.
2		Press the keys shown at left. "BOX PASSCODE" will appear in the display.
3	or	Press "**1**" to enter a passcode, or "**2**" to clear a previously programmed passcode.
4	(Example)	Enter the number of the box for which you want to program or clear a passcode by pressing the appropriate numeric key. If you are clearing a passcode, go to Step 6.
5	(Example)	Enter a 3-digit passcode by pressing the number keys.
6	START/MEMORY STOP	Press the **START/MEMORY** key and then the **STOP** key.

Note: *To ensure confidentiality, passcodes cannot be checked. If you have forgotten a passcode, clear it and program a new one.*

Setting incoming message time (ICM)

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

1 FUNCTION ○ (0)

Press the keys shown at left. "A.M. SETTINGS" will appear in the display.

2 (#) (#) (#)

Press the keys shown at left. "ICM RECORD TIME" will appear in the display.

3 (4)

(Example)

Press a numeric key to select the desired ICM recording time:

- "**1**": 15 seconds
- "**2**": 30 seconds
- "**3**": 60 seconds
- "**4**": 4 minutes

4 STOP ⊘

Press the **STOP** key.

Fax reception on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

- Automatic fax reception OFF: The FO-455 will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the FO-455 from a remote location, you can wait until it answers, listen to your messages, and then erase them (see "Remote operations" in Chapter 4).
- Automatic fax reception ON: The reception mode will switch to **FAX** mode, allowing the FO-455 to continue to receive faxes automatically without broadcasting an OGM on answering. With this setting, you can still use the remote commands to listen to your messages and erase the message memory (see "Remote operations" in Chapter 4).

Automatic fax reception is set to OFF at the factory before shipping. If you want to change it to ON, press the panel keys as follows:

1	FUNCTION ○ (0)	Press the keys shown at left. "A.M. SETTINGS" will appear in the display.
2	(*) (*)	Press the keys shown at left. "ON A.M. FAILURE" will appear in the display.
3	(1) or (2)	Press "**1**" to turn automatic fax reception on, or "**2**" to turn it off.
4	STOP (▽)	Press the **STOP** key.

DISTINCTIVE RINGING

If you subscribe to a distinctive ringing services from your telephone company, you will need to reset Option Setting 12 to turn on Distinctive Ringing function. When this is done, your fax machine will signal voice calls by the normal ringing pattern, and fax transmissions by a special ringing pattern. In the case of a fax transmission, your fax machine will automatically answer the call after 2 rings and receive the fax. To reset Option Setting 12 , see Chapter 8.

Factory set to "NO". If set to "YES" both Australia (Distinctive Ring 7) and New Zealand (Fax Ability) is supported.

Important:

- *The Distinctive Ringing function can only be used if you subscribe to a distinctive ringing service from your telephone company. Do not set Option Setting 12 to ON if you are on a normal line, as the fax machine will not operate properly.*
- *If you turn on Distinctive Ringing, do not turn on Automatic Fax/Phone Changeover (Option Setting 8). If you do, the fax machine will not operate properly.*

1	FUNCTION		Press the keys shown at left. "OPTION SETTING" will appear in the display.
2			Press the keys shown at left. "DISTINCTIVE RING" will appear in the display.
3		(Example)	Press "**1**" (ON) to have your fax signal voice calls and fax transmissions by different ringing patterns. Press "**2**" to turn the function off.
4	STOP		Press the **STOP** key.

STORING NUMBERS FOR AUTOMATIC DIALLING

Automatic dialling is a quick and convenient way of dialling which is performed by either pressing a Rapid Key (Rapid Key Dialling), or pressing the **SPEED DIAL** key and entering a 2-digit number (Speed Dialling). It can be used for both fax transmissions and voice calls.

To use automatic dialling, you must first store the full number in your fax and assign a 2-digit Speed Dial number to it. You can also enter a name which appears in the display when the number is dialled. Up to 50 numbers can be stored.

- Speed Dial numbers from "01" to "20" can be used for both Rapid Key Dialling and Speed Dialling; Speed Dial numbers from "21" to "50" can only be used for Speed Dialling.
- To allow easy identification of the Rapid Keys, attach each strip of Rapid Key labels above the appropriate row of Rapid Keys. The arrangement of the keys is shown in "Operation Panel" at the beginning of this chapter.

Storing numbers

Comments:

- *You may need to add a pause between certain digits in the number to allow time for connection. For example, if you are on a PBX telephone system that requires an access number to be dialled (such as "9") to access an outside line, you will need to enter a pause between the access number and the telephone/fax number of the other party. Pauses are entered by pressing the* **REDIAL** *key (2 seconds per pause). If necessary, several pauses can be entered in a row.*
- *To enter letters for names or correct a mistake, see "Entering letters for names" in this chapter.*

1 FUNCTION (3) (#)

Press the keys shown at left. "FAX/TEL. # MODE" will appear in the display.

2 (1)

Press "**1**" to select SET.

3

0 1

(Example)

Enter a 2-digit number (from "01" to "50") by pressing the number keys. This will be the Speed Dial number.

4

5 5 5 1 2 3 4

(Example)

Enter the fax or voice number by pressing the number keys (max. of 32 digits including pauses).

5

Press the **START** key.

6

ABC 2 DEF 3 GHI 4 ... WXYZ 9

(Example)

Enter the name of the location or party by pressing number keys as described in "Entering Letters for Names" in this chapter (max. of 10 characters). If you don't want to enter a name, skip this step.

7

Press the **START** key.

8

Step 3 or

Return to Step 3 to store another number, or press **STOP** to exit. If the number will be used for Rapid Key Dialling, you can write the name on the label above the appropriate Rapid Key.

Clearing numbers

1	FUNCTION ○ (3) (#)	Press the keys shown at left. "FAX/TEL # MODE" will appear in the display.
2	(2)	Press "**2**" to select CLEAR.
3	(0) (1) (Example)	Enter the Speed Dial number that you want to clear by pressing the number keys.
4	◇	Press the **START** key.
5	Step 3 or STOP ⊘	Return to Step 3 to clear another number, or press **STOP** to exit.

Making changes

To make changes in a number previously stored, repeat the storing procedure. Select the code number for which you want to make changes in Step 3, and then change the number and/or name when they appear in the display (Steps 4 and 6, respectively).

Numbers and letters are changed as described in "Entering letters for names" in this chapter.

- ***A lithium battery keeps automatic dialling numbers in memory***

Your fax uses a lithium battery to keep automatic dialling numbers and other programmed data in memory when the power is turned off.

Battery power is consumed primarily when the power is turned off. With the power kept continuously off, the life of the battery is about 5 years.

If the battery fails, have your dealer or service centre replace it. Do not try to replace it yourself.

VOLUME ADJUSTMENT

You can adjust the volume of the speaker and ringer using the **UP** and **DOWN** keys on the operation panel.

Speaker

The speaker has 5 volume settings: To adjust the volume of the speaker, first press the **SPEAKER** key, and then press the **UP** or **DOWN** key to change the volume to the desired setting. Press the **SPEAKER** key again to turn the speaker off.

Ringer

The ringer has 4 volume settings: HIGH, MIDDLE, LOW, and OFF. To adjust the volume of the ringer, press the **UP** or **DOWN** key to change the volume to the desired setting (make sure the **SPEAKER** has not been pressed and the handset is not lifted). The fax will ring at the new volume level each time you change the setting. If you select OFF, press the **START** key to confirm the setting.

Silent ring fax recording system

You can also set your fax machine to receive faxes silently, but ring to alert you to voice call. To do so, set the ringer volume to OFF, and turn Option Setting 8 on (this procedure is described in Chapter 8). When a voice call comes in, a special ringer on the fax machine will ring. Note that extension telephones will not ring.

Notes

3 BASIC OPERATIONS

SENDING DOCUMENTS

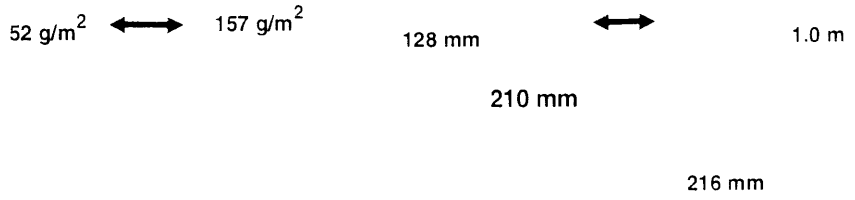
Transmittable documents

Your fax can transmit most standard office documents. Specific guidelines are as follows:

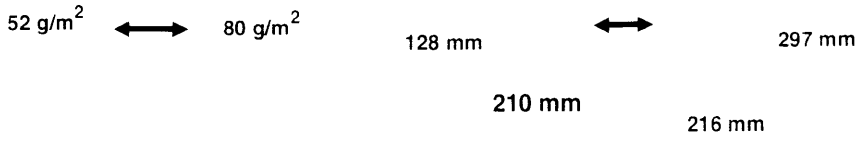
Size and weight

The size and weight of documents which you can load in the document feeder depend on whether you load one sheet at a time or several sheets at once.

One sheet at a time:



Several sheets at once:



Note: *The area of the document which is scanned by the fax is slightly smaller than the actual document size. The scanning width is 210 mm. and the scanning length is the length of the document minus 8 mm.*

Other restrictions

- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted, as the scanner does not recognise these colours.
- Ink, glue, and correcting fluid on documents must be dry before they are transmitted.
- All clips, staples, and pins must be removed from documents before transmission. If these are not removed, they may damage the fax.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, or easily smudged should be photocopied, and the copy used for transmission.

When to use the document carrier

The document carrier gives you a means of sending certain documents which cannot otherwise be loaded into the feeder. Use it for the following types of documents:

- Documents which are torn.
- Documents smaller than the minimum size.
- Carbon-backed documents (insert a sheet of white paper between the carbon back of the document and the document carrier).
- Documents which are easily smudged.

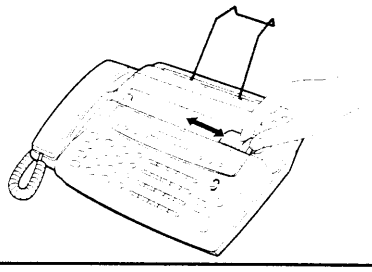
Note: *If the document carrier is dirty, clean it with a soft cloth moistened with water. Make sure it has dried completely before using it for transmission.*

Loading the document

Up to 20 pages can be placed in the feeder at one time. The pages will be automatically fed into the fax starting from the page on the bottom.

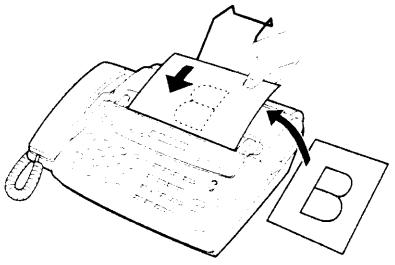
- If you need to send or copy more than 20 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1



Adjust the document guide on the right side of the feeder to the width of your document.

2



Place the document face down and push it gently into the document feeder. The top edge of the document should enter the fax first.

- The feeder will draw the leading edge of the document into the fax. READY TO SEND will appear in the display.

3

You can now either make resolution and/or contrast settings as described in the following section, or dial the other party as described in the section, "Dialling and transmission".

Important:
*If you need to remove the document from the feeder before transmission or copying, first open the operation panel by pulling the front edge up (grasp it at the "***PANEL RELEASE***" mark), and then remove the document. If you try to pull the document out without opening the operation panel, you may damage the feeder mechanism.*

Resolution and contrast

If you want, you can adjust the resolution and contrast before sending a document.

Resolution

Your fax has 4 resolution settings. If you do not make a setting, the fax will automatically send the document in STANDARD resolution.

STANDARD:	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE:	Use FINE for improved reproduction, especially with documents containing small letters or fine drawings.
SUPER FINE:	Use SUPER FINE when you need the highest quality of reproduction.
HALF TONE:	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of grey.

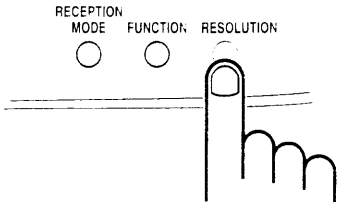
Note: *In order to transmit in FINE or SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your fax will automatically step down to the next best available setting.*

Contrast

The contrast is normally set to AUTO, which means that the fax automatically controls the contrast, but for faint documents you can change the setting to DARK.

Setting the resolution and contrast

Note: *In order to make a resolution and/or contrast setting, the document must first be loaded in the feeder.*



Press the **RESOLUTION** key one or more times until the desired resolution and contrast settings appear in the display.

- The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.

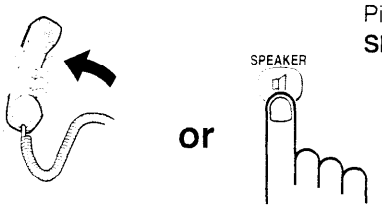
Dialling and transmission

Once you have loaded the document and made any desired contrast/resolution settings, you are ready to dial the number of the receiving fax machine and transmit the document. There are several ways of dialling, and you can select the one which best suits your needs.

Normal Dialling

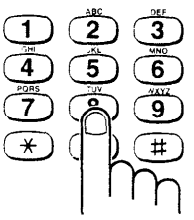
With Normal Dialling, you pick up the handset (or press the **SPEAKER** key) and dial as you would to make a telephone call. If the receiving machine is set to receive faxes manually (this means that the receiving party first answers your call vocally, and then presses their Start key to begin fax reception), you can talk with them before sending the fax.

1



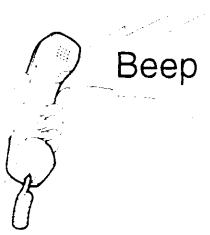
Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.

2



Dial the number of the receiving machine by pressing the numeric keys.

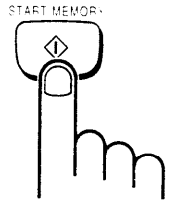
3



Wait for the connection. Depending on the setting of the receiving machine, you will either hear a facsimile reception tone or the other person will answer.

- If the other party answers, ask them to press their Start key (if you pressed the **SPEAKER** key, pick up the handset to speak with them). This causes the receiving machine to issue a reception tone.

4



When you hear the reception tone, press the **START** key. Replace the handset if you used it.

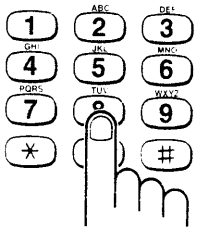
- When transmission is completed, the fax will beep.

Direct Keypad Dialling

If you do not need to talk with the other party before sending the fax, you can just dial; it isn't necessary to pick up the handset or press the **SPEAKER** key.

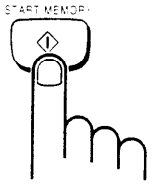
- Direct Keypad Dialling is a form of automatic dialling, so if you need to insert a pause between any digits of the number, press the **REDIAL** key. (For more information on pauses, see "Storing Numbers for Automatic Dialling" in Chapter 2.)

1



Enter the number of the receiving machine by pressing the numeric keys.

2

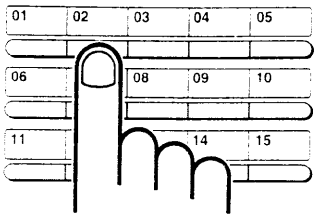


Check the display. If the number of the receiving machine shown is correct, press the **START** key.

- If it is not correct, press the **STOP** key to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Rapid Key Dialling

If the number you want to dial has been stored as a Rapid Key number (see "Storing Numbers for Automatic Dialling" in Chapter 2), you can dial it by pressing the appropriate Rapid Key.



Example: To dial Speed Dial number "02", press Rapid Key 02.

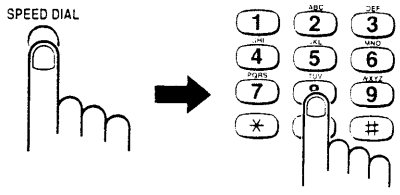
Press the appropriate Rapid Key.

- The name of the receiving party will appear in the display. If no name was stored, the fax number will appear. (If the name or number is incorrect, press the **STOP** key.)
- The document will be automatically transmitted once the connection is made.

Speed Dialling

If the number you want to dial has been stored as a Speed Dial number, you can dial it by pressing the **SPEED DIAL** key and then entering the 2-digit number (see "Storing Numbers for Automatic Dialling" in Chapter 2).

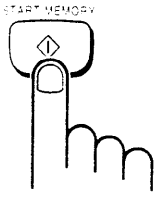
1



Press the **SPEED DIAL** key and then enter the two digits of the Speed Dial number by pressing the number keys.

- To enter numbers 1 through 9, first enter 0 and then the number.

2

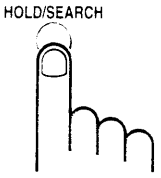


Check the display. If the name or number shown is correct, press the **START** key. (If not, press the **STOP** key and then repeat Step 1.)

Using the HOLD/SEARCH key

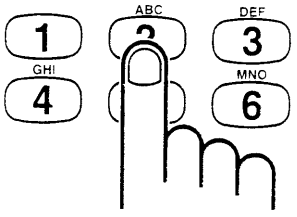
If you don't remember the Rapid Key or Speed Dial number in which you have stored a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing the **START** key.

1



Press the **HOLD/SEARCH** key.

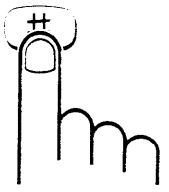
2



Enter the first letter of the stored name by pressing the appropriate number key (the key which corresponds to the required letter) one or more times until the letter appears in the display. If the name begins with a special character or number, press "**1**".

- If you don't remember the first letter, go to Step 3 (you will scroll through the list from the beginning).
- If a name wasn't stored for the number, press "**0**". This will cause numbers, not names, to appear when you scroll.

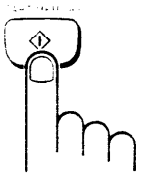
3



Press the "**#**" key or the "**✱**" key to scroll through the names (numbers if you pressed "**0**"). Stop when the desired name appears in the display.

- If no names have been stored that begin with the entered letter, you will scroll from the next name, in alphabetical order, in the list. If no names/numbers have been stored at all, NO DATA will appear.

4



Press the **START** key. The document will be automatically transmitted once the connection is made.

Redialling

Automatic redialling

If you use automatic dialling (including Direct Keypad Dialling) and the line is busy, your fax will automatically redial the number. Up to 2 redialling attempts will be made at intervals of 5 minutes.

- To stop automatic redialling, press the **STOP** key.

Using the REDIAL key

You can press the **REDIAL** key to redial the last number dialled. To send a document, proceed from Step 3 of Normal Dialling. Note that the speaker will be automatically activated, so you do not need to pick up the handset immediately.

RECEIVING DOCUMENTS

Using FAX mode

When the reception mode is set to FAX (press the **RECEPTION MODE** key until "FAX" appears in the display), your fax automatically answers all calls on 2 rings and receives the incoming documents.

You can change the number of rings on which the fax answers incoming calls by changing Option Setting 2 (see Chapter 8, "Optional Settings"). Any number from "2" to "4" can be selected.

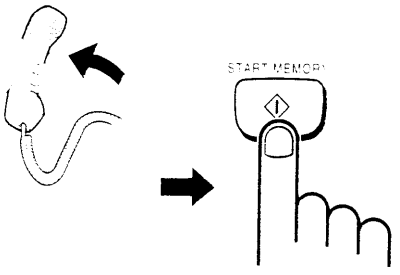
- If you pick up the handset before your fax answers, you can talk to the other party and/or receive a document as described below in "Using TEL mode". For example, with the fax set to answer on 4 rings, you can receive both voice calls and fax messages in FAX mode by answering before the fourth ring, but still have the fax answer calls automatically at times when you are unable to respond personally.

Note: *If you are using distinctive ringing, your fax will answer incoming calls after two rings regardless of the setting of Option Setting 2.*

Using TEL mode

When the reception mode is set to TEL (press the **RECEPTION MODE** key until "TEL" appears in the display), you must answer all calls (including fax transmissions) using the fax's handset or an extension phone connected to the same line.

Receiving faxes on the FO-455



When your fax rings, pick up the handset.

- If you hear a fax tone, wait until RECEIVING appears in the display, and then replace the handset.
- If the other party first talks to you and then wants to send a fax, press the **START** key after speaking. Replace the handset.

Note: *If you have set Option Setting 8 to "OFF" and you hear a fax tone when you pick up the handset, you must press the* ***START*** *key to begin reception.*

Receiving faxes on an extension phone

If the other party first talks to you and then wants to send a document, press "**5**", "✱" and "✱" if you are on a tone dial phone. If you are on a pulse dial phone, set the handset down (do not hang up), walk over to the fax, pick up the handset, and press the **START** key.

Note: *Your fax will not accept the signal to begin reception ("**5**", "✱", and "✱") if a document is loaded in its feeder.*

Comments:

- *If you have set Option Setting 8 to "ON" and hear a fax tone when you answer the extension phone, you must press "**5**", "✱", and "✱" if you are on a tone dial phone, or walk over to the fax, pick up the handset, and press the **START** key if you are on a pulse dial only phone.*
- *The code used to activate fax reception from a tone dial extension phone ("**5**", "✱", and "✱") can be changed if desired. See Option Setting 4 ("Tel/Fax Remote Number") in Chapter 8, "Optional Settings".*
- *If you do not intend to use the code for activating fax reception, you can turn detection of the code off by resetting Option Setting 5. This will ensure that the fax never mistakenly attempts to begin reception if it detects a signal which it perceives to be similar to "**5**", "✱", and "✱" while you are talking on an extension phone.*

In New Zealand, not all standard telephones and answering machines will respond to incoming ringing when connected to the socket of the equipment.

Automatic Fax/Phone Changeover

This is a special function in FAX reception mode which allows you to use one line for both fax and voice communications without having to personally answer every call. When it is turned on, your fax will detect whether an incoming call is a voice call or a fax message. If it is a voice call (or a manually dialled fax message), your fax will alert you to answer. If it is an auto-dialled fax message, your fax will automatically start reception.

Turning Automatic Fax/Phone Changeover on

Automatic Fax/Phone Changeover is turned on by setting Option Setting 8 to "YES". The procedure for doing this is described in Chapter 8, "Option Settings".

- Make sure the reception mode is set to **FAX**.

How the function operates

When a call comes in, your fax will answer it after the number of rings set with Option Setting 2. After answering, the fax monitors the line for about 5 seconds to see if a fax tone is being sent.

- If your fax detects a fax tone, it will begin reception automatically.
- If your fax doesn't detect a fax tone, it will make a special ringing sound (called pseudo ringing) for approximately 15 seconds, alerting you to pick up the handset.

In the latter case, if you do not pick up the handset within 15 seconds, your fax will issue a fax tone to the other fax machine. This allows the other party to send a document manually if they desire when you are out. The document will be received automatically.

Paper cutting

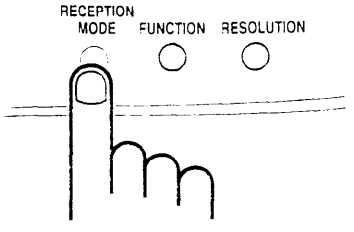
After receiving a document, your fax automatically cuts the fax paper to a length slightly longer than the original.

4 USING THE ANSWERING MACHINE

OPERATING THE ANSWERING MACHINE

Activating the answering machine

Activate the answering machine before you go out as follows:



Press the **RECEPTION MODE** key one or two times to set the reception mode to **ANS**. "GENERAL OGM PLAY" is displayed.

- Each outgoing message will play (you can stop playback by pressing the **STOP** key).
- If no general outgoing message has been recorded, an alarm will sound and the reception mode will change to **TEL**. Record a general outgoing message as described in "Answering Machine Set-up" in Chapter 2.

Note: *If the memory is full from messages previously recorded, MEMORY IS FULL will appear in the display. To set the reception mode to* **ANS**, *you must first erase the messages.*

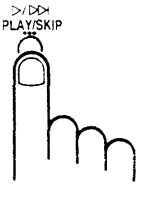
When the reception mode is set to ANS, the FO-455 will answer incoming calls after 2 rings if it has received at least 1 incoming message, or after 4 rings if it hasn't received any messages. (For more information, see "Toll Saver" in "Remote Operations" in this chapter.)

Note: *In ANS mode, the machine will automatically switch to fax reception if it detects a period of silence longer than 6 seconds after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, he or she will be cut off.*

Listening to received messages

When you return, the display will show the number of messages recorded in each box. Listen to them as follows:

1



Press the **PLAY/SKIP** key.

- If you only want to listen to new messages (messages not previously listened to), continue to hold the **PLAY/SKIP** key down for at least two seconds.

2

(Example)

If you want to listen to the messages in a personal box, enter the number of that box by pressing the appropriate number key.

3

(Example)

If the box (general or personal) has a passcode, enter the passcode by pressing the appropriate number keys.

4

The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.

- To listen to a message a second time, press the **REPEAT** key before playback of that message ends.
- To move back to the previous message, press the **REPEAT** key within 3 seconds of the beginning of the current message.
- To "rewind" gradually, hold the **REPEAT** key down at least one second. The longer you hold down the key, the further back you will go.

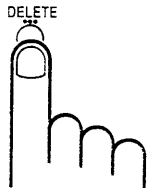
- To skip forward to the next message, press the **PLAY/SKIP** key.
- To move forward gradually, hold the **PLAY/SKIP** key down at least one second. The longer you hold down the key, the further forward you will go.

- To increase playback speed, press the **FAST PLAY** key. To decrease playback speed, press the **SLOW PLAY** key.

Note: *Playback will stop if you receive a call, lift the handset, press the* **STOP** *key, or open the paper compartment cover.*

Erasing received messages

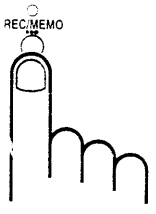
It is important to erase received messages after you listen to them to ensure that the memory does not become full. This is done as follows:



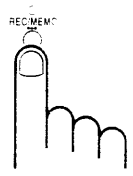
- **Erasing general messages**: To erase all messages in the General Box, press and hold down the **DELETE** key for at least 2 seconds. If the General Box has a passcode, press the **DELETE** key and then enter the passcode.
- **Erasing personal messages**: To erase all messages in a personal box, press the **DELETE** key (**do not hold it down**), enter the number of the box, and then enter its passcode (if it has one).
- **Erasing a single message**: To erase only a single message, press the **DELETE** key while the message is being played.

Using the REC/MEMO key

You can use the **REC/MEMO** key to record telephone conversations and messages for other users of the FO-455. These will be recorded in the General Box, and played back together with any incoming messages in that box when the **PLAY/SKIP** key is pressed.



- **Recording messages**: To record a message, hold down the **REC/MEMO** key and speak facing the "**MIC**" mark on the lower left corner of the machine at a distance of about 20 to 30 cm. When you have finished speaking, release the key.



- **Recording phone conversations**: To record a phone conversation, hold down the **REC/MEMO** key during the conversation you want to record. When you are finished, release the key.
- A beep will sound at every 15 seconds interval to signify that 2 way recording is taking place.

WARNING: Use of this device for monitoring telephone conversation is not permissible under New Zealand law, unless.
a) At least one party of the conversation has given consent for its use, or
b) Use is authorised for Police or Security Service Applications.

Date and time of ICMs

You can check the date and time of your received messages by pressing the panel keys as shown below.

♦ The dates and times are also shown in the Message List, which can be printed out as described in Chapter 9.

1	FUNCTION ○ (0)	Press the keys shown at left. "A.M. SETTINGS" will appear in the display.
2	(*) (*) (*)	Press the keys shown at left. "ICM CONFIRMATION" will appear in the display.
3	(◇)	Press the **START/MEMORY** key. The number of messages recorded will appear in the display.
4	(#) or (*)	Press "#" or "*" one or more times to show the date and time of each of the messages. • The message number will appear first, and then the date and time several seconds later.
5	STOP (▽)	Press the **STOP** key.

Note: *The recorded dates and times are cleared each time you erase the messages.*

REMOTE OPERATIONS

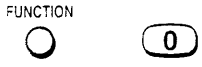
You can call the FO-455 from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

When you call the FO-455, you must enter the passcode for the box you want to listen to, or a remote code number if the box does not have a passcode. One remote code number can be programmed, and it is used to access any box which does not have a passcode. This prevents unauthorized people from listening to your messages. You can use any 3-digit number as the remote code number.

The remote code number has been set to "001" at the factory. If you want to change it, press the panel keys as shown below.

1



Press the keys shown at left. "A.M. SETTINGS" will appear in the display.

2

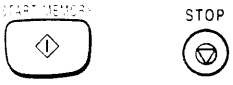
Press the keys shown at left. "REMOTE CODE" will appear in the display.

3

(Example)

Enter a 3-digit number by pressing the number keys.

4



Press the **START/MEMORY** key and then the **STOP** key.

Toll Saver

When you call the FO-455 to listen to your messages, it will answer after two rings if it has received at least one message in any of the boxes, or after four rings if it hasn't received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the FO-455 will answer after the number of rings set with Option Setting 2 (see Chapter 8), the ring setting for FAX reception mode.

1 FUNCTION ○ (0)

Press the keys shown at left. "A.M. SETTINGS" will appear in the display.

2 (#) (#)

Press the keys shown at left. "TOLL SAVER" will appear in the display.

3 (2)

(Example)

Press "**1**" to turn Toll Saver on, or "**2**" to turn it off.

4 STOP ⊗

Press the **STOP** key.

Retrieving your messages

Follow the steps below to listen to your messages from a remote location. Note that you can only access one box per call; if you want to access more than one box, you must make a separate call for each box.

Note: *You can also access the FO-455 for remote operation when the reception mode is set to FAX. In this case, call the FO-455, press the "#" key immediately after it answers, or during pseudo ringing if Automatic Fax/Phone Changeover is turned on (before you hear the fax tone in either case), and then continue from Step 2 below.*

1

Call the FO-455 from a touch-tone telephone. When your outgoing message begins, press the "#" key on the telephone.

- You will hear a short beep, and the outgoing message will stop.

2

(Example)

Enter the number of the box you want to listen to. If you want to listen to the General Box, skip this step.

3

(Example)

Enter the box's passcode, or your remote code number if the box does not have a passcode. When finished, press "#" on the telephone.

- You will hear a series of beeps equal to the number of messages recorded in the box, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.

- If no messages have been received in the box, you will hear a short beep. You can either hang up, or perform any of the operations described in the following section "Other remote operations".

4

While the messages are playing, you can do any of the following:

- **Repeat:** To listen to a message a second time, press "**2**" and "**#**" on the telephone before that message ends. To move back to the previous message, press "**2**" and "**#**" within the first 3 seconds of the current message.

- **Skip forward:** To skip forward to the next message, press "**5**" and "**#**" on the telephone.

- **Stop:** To stop playback, press "**0**" and "**#**" on the telephone. After this, you can enter any of the commands described in the following section, "Other remote operations".

- **Play new messages:** To listen to only your new messages, first stop playback by pressing "**0**" and "**#**", and then press "**6**" and "**#**".

- **Erase a message:** To erase the message you are currently listening to, press "**3**" and "**#**" before it ends.

5

When you have finished listening to your messages, you can do any of the following:

3 3 #

- **Erase all messages:** To erase all of the messages in the box, press "**3**", "**3**", and "**#**".

7 #

- **Repeat playback:** To listen to your messages again, press "**7**" and "**#**".
- **Perform other operations**: You can enter any of the commands described in the following section, "Other remote operations".
- **Hang up:** If you do not erase your messages first, they will be saved and any new messages will be recorded after them. In order to make the FO-455 release the line immediately prior to hanging up (necessary particularly during the transfer function), press "*****" twice before hanging up.

Comments:

- *When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.*
- *When entering a command, do not pause longer than 10 seconds between each digit. If you do, a 4-beep error signal will be issued and the digits entered up to that point will be disregarded. In this case, re-enter the command from the beginning.*
- *If you make two errors (cause two 4-beep signals to be issued) while entering your remote code number, the line will be disconnected. This prevents unauthorized people from attempting to guess your remote code number.*
- *If you pause for longer than 60 seconds before entering a command, you will be disconnected.*

Other remote operations

After listening to your messages, you can do any of the operations described below by pressing the appropriate keys on the telephone.

Note: *The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a command, first stop playback by pressing "**0**" and "**#**", and then enter the command.*

Changing the fax reception mode

(Example)

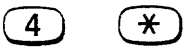
Select a new reception mode by pressing the keys as follows:

- **ANS** mode: "**8**", "**1**", and "**#**".
- **FAX** mode: "**8**", "**2**", and "**#**".
- **TEL** mode: "**8**", "**3**", and "**#**"

Recording a new outgoing message

Note: *A new outgoing message can only be recorded for the box you selected at the beginning of the remote operation procedure.*

1



Press "**4**" and "*****" on the telephone.

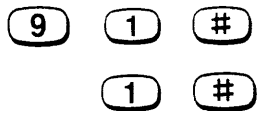
2

When you hear a short beep, speak into the telephone to record the new message.

- The message (including the general outgoing message) can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

(The Transfer function is described in the following section, "Other functions".)



(Example)

To turn Transfer on: Press "**9**", "**1**", and "**#**", followed by the number of the box ("0" for the General Box) and "#".

To turn Transfer off: Press "**9**", "**2**", and "**#**" on the telephone.

Changing the transfer telephone number

1

Press "**9**", "**0**", and "**#**" on the telephone.

2

(Example)

After you hear a short beep, enter the new telephone number. When finished, press "**#**".

- To insert a pause between any two digits of the number, press "**✱**".

Recording a new transfer message

1

Press "**9**", "**3**", and "**#**" on the telephone.

2

When you hear a short beep, speak into the telephone to record the new message.

- The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a "Memo"

You can leave a "memo" for yourself or other users of the machine. It will be recorded in the General Box, and played back when messages in that box are listened to.

1 (*) (#)

Press "✱" and "#" on the telephone.

2

When you hear a short beep, speak into the telephone to record the memo.

3 (0) (#)

When you are finished, press "**0**" and "#".

- If the FO-455 detects a certain period of silence, it will stop recording automatically.

OTHER FUNCTIONS

Transfer function

The Transfer function is used to make the FO-455 automatically call you at a specified number every time it receives an incoming message in a selected box. This lets you hear your messages immediately after they come in, even when you are at a remote location.

When you answer the telephone, you will hear your recorded message telling you that the call is a transfer call. Enter "#", the box number, the box's passcode (or your remote code number if the box has no passcode), and "#". The FO-455 will then play back your messages. You can also perform any of the remote operations described in the previous section.

Note: *When you hang up after a transfer call, the FO-455 will not immediately release the line. If you need to accept calls immediately after a transfer call, enter* "✱" twice before hanging up to free the line (if you want to hang up during message playback, first enter "**0**" *and* "**#**" *to stop playback, then enter* "✱" twice).

Programming the transfer number

To use the Transfer function, you must first give the FO-455 the number to call (the transfer number). This is done by pressing the panel keys as follows:

1	FUNCTION ○ (0)	Press the keys shown at left. "A.M. SETTINGS" will appear in the display.
2	(#) (#) (#) (#) (#) (#)	Press the keys shown at left. "TRANSFER # ENTRY" will appear in the display.
3	(◇)	Press the **START/MEMORY** key.
4	(5) (5) (5) (1) (2) (3) (4) (Example)	Enter a transfer number (max. of 32 digits including pauses) by pressing the number keys.
5	(◇) STOP (▽)	Press the **START/MEMORY** key and then the **STOP** key.

Note: *If needed, you can change the transfer number from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps described in "Recording an outgoing message" in "Answering Machine Set-up" in Chapter 2. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

Note: *If needed, you can record the transfer message from a remote location. See "Other remote operations" in the previous section, "Remote operations".*

Turning the Transfer function on and off

1	FUNCTION ○ (0)	Press the keys shown at left. "A.M. SETTINGS" will appear in the display.
2	(#) (#) (#) (#) (#) (#) (#)	Press the keys shown at left. "TRANSFER FUNC" will appear in the display.
3	(1) or (2)	Press "**1**" to turn the Transfer function on, or "**2**" to turn it off. (If you pressed "**2**", go to Step 5.)
4	(1) (Example)	Enter the number of the box for which you want the Transfer function to operate (for the General Box, enter "**0**").
5	STOP ⊘	Press the **STOP** key.

Note: *If needed, you can turn the Transfer function on or off from a remote location. See "Other remote operations" in the previous section, "Remote operations". (To turn the transfer function on or off, the transfer number must be programmed in the machine first).*

Override Ringing

This function allows selected callers using a tone dial telephone to override the answering machine's outgoing message and make a special ringer on the FO-455 ring, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To override the answering machine, your callers must enter a 3-digit "override code" from their telephone. This code has been set to "009" at the factory. If you want to change it, press the panel keys as shown below.

Important!

- *Make sure the override code is different from the remote code or any passcodes programmed for boxes.*

1	FUNCTION ○ (0)	Press the keys shown at left. "A.M. SETTINGS" will appear in the display.
2	(#) (#) (#) (#) (#)	Press the keys shown at left. "OVERRIDE CODE" will appear in the display.
3	(5) (5) (4) (Example)	Enter a 3-digit code number by pressing the number keys.
4	◇ STOP (▽)	Press the **START/MEMORY** key and then the **STOP** key.

Using the function

The proceaure for overriding the answering machine is as follows:

1

(#)

Your caller calls the FO-455 from a tone dial telephone. When the outgoing message begins. he or she should press the "#" key on the telephone.

- The caller will hear a short beep. and the outgoing message will stop.

2

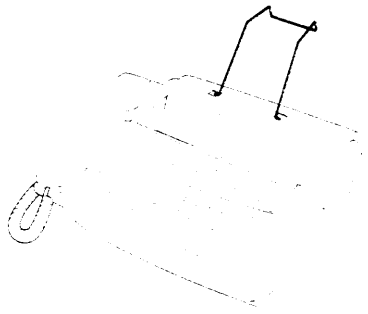
(5) (5) (4) (#)

(Example)

The caller should enter the override code and "#" by pressing the keys on the telephone.

- If an incorrect code is entered. the caller will hear four beeps. He or she must re-enter the correct code within 60 seconds or the line will be disconnected.

3



The FO-455 will make a special ringing sound. Pick up the handset to answer the call. (Note that an extension telephone connected to the same line will not ring.)

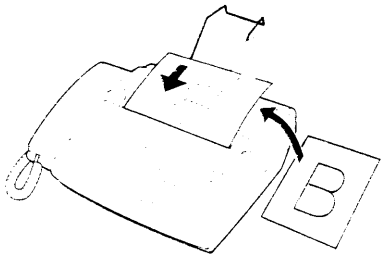
- If you do not answer within 30 seconds. the outgoing message will play again and the caller can then leave a message.

5 MAKING COPIES

Your fax can also be used to make copies. In particular, this function can be used to make sample copies of documents to be transmitted to see if the resolution or contrast needs adjustment.

♦ The default resolution for copying is FINE.

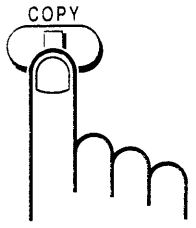
1



Load the document(s) face down.

- If desired, adjust the resolution and/or contrast with the **RESOLUTION** key.

2



Press the **COPY** key.

Incoming calls during copying

The fax goes into manual reception mode during copying, so if a call comes in at this time, pick up the handset to answer.

To receive a document, press the **START/MEMORY** key after copying is finished. If you want to begin reception immediately, press the **STOP** key to stop copying, and then press the **START/MEMORY** key as soon as the document has fed out and the fax has returned to standby mode.

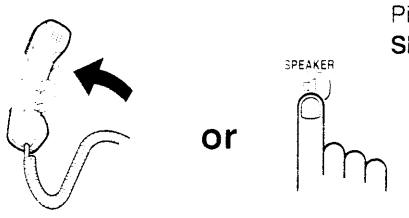
Notes

6 MAKING TELEPHONE CALLS

Your fax can be used like a regular telephone to make and receive voice calls.

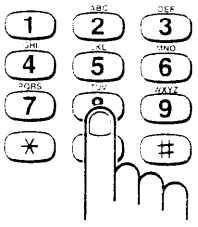
♦ To make or receive a phone call, the power must be on.

1



Pick up the handset or press the **SPEAKER** key. Listen for the dial tone.

2



Dial the number using one of the following methods:

- **Normal Dialling:** Enter the full telephone number with the numeric keys.
- **Rapid Key Dialling:** Press the appropriate Rapid Key.
- **Speed Dialling**: Press the **SPEED DIAL** key, and enter the 2-digit Speed Dial number with the numeric keys.

3

Speak with the other party when they answer.

- If you pressed the **SPEAKER** key, pick up the handset.

Note: *While the handset of the fax is lifted (off hook), an extension phone connected directly to the fax cannot be used to speak with the other party.*

Using the HOLD/SEARCH key

You can use the **HOLD/SEARCH** key to search for a Rapid Key or Speed Dial number. First search for the number as described in "Using the **HOLD/SEARCH** key" in "Sending Documents" in this chapter, and then pick up the handset or press the **SPEAKER** key. The number will be dialled automatically after you do so (do not press the **START/MEMORY** key).

Redial

The last number called can be redialled by pressing the **REDIAL** key (it is not necessary to pick up the handset or press the **SPEAKER** key). When the other party answers, pick up the handset.

Hold

You can put the other party on hold during a conversation by pressing the **HOLD/SEARCH** key. When this is done, they cannot hear you. You can put the handset back in the cradle without breaking the connection. When you are ready to speak with them again, pick up the handset. If you did not put the handset back in the cradle, press the **HOLD/SEARCH** key one more time.

7 SPECIAL FUNCTIONS

ANTI JUNK FAX

The Anti Junk Fax function lets you avoid wasting fax paper by preventing reception of faxes from specified parties.

To use this function, first turn it on by setting Option Setting 13 to YES as described in Chapter 8, and then enter the fax numbers from which you do not want to receive faxes as shown below.

Storing and clearing junk numbers

Comments:

- *Up to 5 numbers can be entered in the Anti Junk Number List.*
- *To clear a number from the Anti Junk Number List, you need to know the 1-digit number which identifies it. If you have forgotten this number, print out the Anti Junk Number List as described in Chapter 9.*

1	FUNCTION 3 *	Press the keys shown at left. "STORE JUNK #" will appear in the display.
2	1 or 2	Press "**1**" to store a number in the Anti Junk Number List, or "**2**" to clear a number from the list.
3	1 (Example)	**Storing:** Enter a 1-digit number from "1" to "5". This number identifies the fax/voice number you will store in the next step. **Clearing:** Enter the number which identifies the fax/voice number you want to clear, and go to Step 5.
4	5 5 5 1 2 3 4 (Example)	Enter the fax/voice number (max. of 20 digits).
5	START/MEMORY	Press the **START/MEMORY** key.
6	Step 3 or STOP	Return to Step 3 to enter (or clear) another number, or press **STOP** to exit.

POLLING

Polling allows you to request another fax machine to send a document to your fax machine. In other words, the receiving fax machine, not the transmitting fax machine, activates the transmission. You can use your fax to both poll and be polled by others.

Setting the polling key

To use the polling function, you must first reset Rapid Key 20/POLL for use as a polling key. This is done by resetting Option Setting 14, as described in Chapter 8, "Optional Settings". (Note that when Rapid Key 20/POLL is set as a polling key, it cannot be used for Rapid Key Dialling.)

Polling others

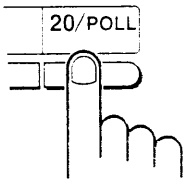
1

(Example)

Dial the fax machine you want to poll using one of the following methods:

- Pick up the handset (or press the **SPEAKER** key) and dial the full number. Wait for the fax answerback tone.
- Press the **SPEED** key and enter a 2-digit Speed Dial number.
- Enter the full number using the numeric keys.

2



Press Rapid Key 20/POLL.

- If you used the handset, replace it when POLLING appears in the display. Reception will begin.

Turnaround Polling

After polling a fax machine. you can send a document to it on the same connection. Simply place the document to be sent in the feeder and follow the steps described above in "Polling others". When polling is finished, the document will be automatically transmitted.

- The other fax machine must also have Turnaround Polling capability.
- Turnaround Polling cannot be performed when a timer transmission operation is set.

Being polled (Polling Standby)

To let another fax machine poll your fax, simply set the reception mode to FAX. and load the document(s) to be sent.

Transmission will take place when the other fax machine calls your fax and activates polling. Automatic reception is possible whilst your fax is on polling standby.

Polling Security

Polling Security allows you to prevent unauthorized polling of your fax. When this function is turned on, polling will only take place when the fax number of the polling fax machine has been entered in your fax's list of permitted fax numbers (called "passcode numbers"). The number of the polling fax must also be correctly programmed into itself.

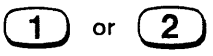
Turning Polling Security on and off

1	FUNCTION ○ (3)	Press the keys shown at left. "ENTRY MODE" will appear in the display.
2	(#) (#) (#)	Press the "#" key 3 times. "SECURITY SELECT" will appear in the display.
3	(1) or (2)	Press "**1**" to turn polling security on. or "**2**" to turn it off.

4		Press the **START/MEMORY** key and then the **STOP** key.

Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your fax's list of permitted numbers.

1		Press the keys shown at left. "ENTRY MODE" will appear in the display.
2		Press the "#" key 4 times. "PASSCODE # MODE" will appear in the display.
3		Press "**1**" to store a number, or "**2**" to clear a number.
4	(Example)	**Storing:** Enter a 2-digit number from "01" to "10". This number identifies the fax number you will store in the next step. **Clearing:** Enter the number which identifies the fax number you want to clear, and go to Step 6.
5	(Example)	Enter the fax number (max. of 20 digits).
6		Press the **START/MEMORY** key.
7	**Step 4 or**	Return to Step 4 to enter (or clear) another number, or press **STOP** to exit.

TIMER OPERATIONS

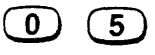
The Timer function allows you to set a transmission and/or polling operation to be performed automatically at a time you specify. One transmission operation and one polling operation can be set at any one time, and the times they will be performed can be specified up to 24 hours in advance.

You can use this function, for example, to take advantage of off-peak telephone rates without having to be there when the operation is performed.

Note: *Only a Speed Dial number can be used to dial the receiving machine.*

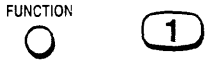
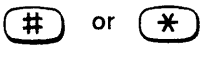
Setting a timer operation

1	FUNCTION ○ (1)	Press the keys shown at left. "TIMER MODE" will appear in the display.
2	(#) or (✱)	Press "#" to set a transmission operation (SEND MODE), or "✱" to set a polling operation (POLLING MODE).
3	(1)	Press "**1**" to select SET.
4	(0) (9) (2) (5) (Example: 9:25)	Enter the time at which you want the operation to take place (2 digits for the hour and 2 digits for the minute).
5	START/MEMORY ◇	Press the **START/MEMORY** key.

6	 (Example)	Enter the Speed Dial number of the receiving fax machine.
7		Press the **START/MEMORY** key.
8		If this is a transmission operation, you can adjust the resolution and/or contrast (skip this step if you don't want to).
9		Press the **START/MEMORY** key and then the **STOP** key. If this is a transmission operation, load the document in the feeder sometime before the specified time of transmission.

To cancel an operation

If you need to cancel an operation after it has been set, follow the steps below.

1		Press the keys shown at left. "TIMER MODE" will appear in the display.
2		Press "**#**" to cancel a transmission operation, or "**✳**" to cancel a polling operation.
3		Press "**2**" to select CLEAR.
4		Press the **START/MEMORY** key and then the **STOP** key.

MEMORY

Your fax has a memory which can be used to temporarily store both incoming and outgoing documents.

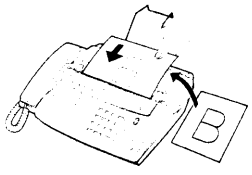
- Approximately 20 pages of average content can be held in memory when no voice messages (including outgoing messages) have been recorded. Less can be held if any pages were scanned using fine or halftone resolution.
- To see the percentage of memory that is currently occupied, press the **START/MEMORY** key with no document in the feeder. The percentage will appear in the display.

Sending documents from memory

With this function, the original document is scanned immediately, stored in memory, and then transmitted once the connection to the receiving machine is made. This is convenient when transmitting to places where the line is often busy, as it saves you from waiting to collect the original document and frees the feeder for other operations.

- Only one memory transmission can be set at a time.
- The amount of memory currently occupied appears as a percentage in the display while the document is being scanned.

1



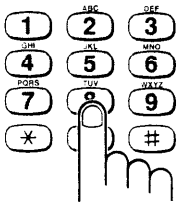
Load the document(s).

- Set the resolution and/or contrast if desired.

2

Press the **START/MEMORY** key.

3

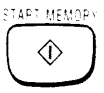


(Example)

Enter the number of the receiving machine using one of the following methods:

- Press a Rapid Key.
- Press the **SPEED DIAL** key and enter a Speed Dial number.
- Enter a full telephone number by pressing the number keys.

4



Press the **START/MEMORY** key if you entered a Speed Dial number or a full number.

- The document is first scanned and stored in memory. The other machine is then dialled (redialling will be performed automatically if necessary). When the connection is made, transmission begins. Afterwards, the document is cleared from memory and your fax returns to standby mode.

If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL will appear in the display.

- Press the **START/MEMORY** key if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- Press the **STOP** key if you want to cancel the entire transmission.

Substitute reception into memory

This is a back-up function which is automatically activated if your fax runs out of paper or the paper jams.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with OUT OF PAPER or PAPER JAMMED. When you add paper or clear the paper jam, the stored documents will automatically be printed out.

8 OPTIONAL SETTINGS

A variety of optional settings are available which you can use to fine-tune your fax to better suit your needs. The settings are made by pressing the panel keys, and each setting is described in the list below.

Accessing the settings

1	FUNCTION	Press the keys shown at left. "OPTION SETTING" will appear in the display.
2	or	Move through the list of settings by pressing "#" to move forward, or "✱" to move backward. The settings will appear in the order listed below.
3	(Example)	When the desired setting appears in the display, change it appropriately as described below.
4	STOP	Press the **STOP** key.

Settings

Setting 1: FINE RESOLUTION PRIORITY
This sets the default resolution (the resolution used if a setting is not made with the **RESOLUTION** key) for transmitting documents. Press "**1**" (YES) to set it to FINE, or "**2**" (NO) to set it to STANDARD.

- Factory setting: "**2**"

Setting 2: NUMBER OF RINGS TO ANSWER
This sets the number of rings the fax machine waits before answering an incoming call in FAX reception mode. Enter any number from "**2**" to "**4**".

- Factory setting: "**2**"

Setting 3: 4 RINGS MANUAL ANSWER
Press "**1**" (YES) to have the machine answer a call after 4 rings when it is in MANUAL reception mode. Press "**2**" (NO) to turn the function off.

- Factory setting: "**2**"

Setting 4: TEL/FAX REMOTE NUMBER (TRANSFER CODE)
This sets the 1-digit number for activating fax reception from an extension phone. Enter any number from "**0**" to "**9**".

- Factory setting: "**5**"

Setting 5: REMOTE RECEPTION SELECT
This turns detection of the code for activating fax reception from an extension phone on or off. Press "**1**" to turn detection on, or "**2**" to turn detection off.

- Factory setting: "**1**"

Setting 6: TRANSACTION REPORT PRINT SELECT
This sets the condition for printing out Transaction Reports. Enter a number from "**1**" to "**4**" as follows:

"**1**" (ALWAYS PRINT):	Print out after each transmission, reception, or error.
"**2**" (ERR/TMR/MEM PRINT):	Print out after an error, timer operation, or memory operation.
"**3**" (SEND ONLY):	Print out only after a transmission.
"**4**" (NEVER PRINT):	Never print out.

- Factory setting: "**2**"

Setting 7: DIAL MODE
This sets the mode of dialling. Press "**1**" if you are on a tone dial line, or "**2**" if you are on a pulse dial line.

- Factory setting: "**1**"

Note: *For all units installed in New Zealand, select "1" for tone dialling. The pulse setting "2" will not operate correctly and must not be used.*

Setting 8: AUTO FAX/PHONE CHANGEOVER
Press "**1**" (YES) to have your fax detect whether incoming calls are voice calls or fax transmissions in automatic reception mode. Press "**2**" (NO) to turn the function off.

- Factory setting: "**2**"

Setting 9: PSEUDO RINGING DURATION
This sets the duration of pseudo ringing when Automatic Fax/Phone Changeover is turned on. Enter a number from "**1**" to "**2**" as follows:

"**1**" (15 SEC.):	15 seconds
"**2**" (30 SEC.):	30 seconds

- Factory setting: "**1**"

Setting 10: PAPER SAVE
This reduces the vertical length of documents received, allowing you to save paper. Enter a number from "**1**" to "**3**" as follows ("S" will appear highlighted in the display while Paper Save is turned on):

"**1**" (MODE 1):	Reduce only the white spaces between lines.
"**2**" (MODE 2):	Reduce the entire document by 50% (only when standard resolution is used).
"**3**" (NO):	No Paper Save.

- Factory setting: "**3**"

Setting 11: TIME SAVE
This reduces the vertical length of documents transmitted by 20%, saving line time and thereby allowing you to reduce telephone costs. Press "**1**" to turn the function on, or "**2**" to turn it off.("T" will appear highlighted in the display while Time Save is turned on):

- Factory setting: "**2**"

Setting 12: DISTINCTIVE RINGING
This sets the ring pattern to which your fax will answer if you subscribe to a distinctive ringing service. Enter a number from "**1**" to **2**" to select a pattern. See "Distinctive Ringing" in Chapter 2 for more details.

- Factory setting: "**2**"

Setting 13: JUNK FAX NUMBER CHECK
Press "**1**" to prevent reception from fax numbers entered in the Anti Junk Fax List.
Press "**2**" to allow reception from all numbers.

- Factory setting: "**2**"

Setting 14: POLLING
Press "**1**" if you want to use Rapid Key 20 as a polling key. Press "**2**" if you want to use it as a regular Rapid Key.

- Factory setting: "**2**"

9 PRINTING OUT REPORTS AND LISTS

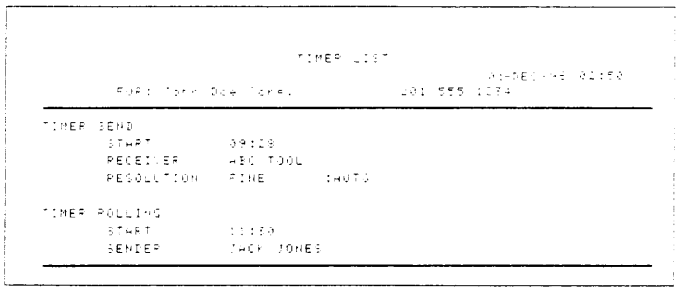
You can print out a variety of lists showing settings and information entered in the fax. You can also have the fax automatically print out a report on transactions after they are made. Each list and the report is described below.

Printing out a list

1	FUNCTION ○ (2)	Press the keys shown at left. "LISTING MODE" will appear in the display.
2	(#) or (*)	Press the "#" key or the "*" key until the desired list appears in the display.
3	START/MEMORY ◇	Press the **START/MEMORY** key.

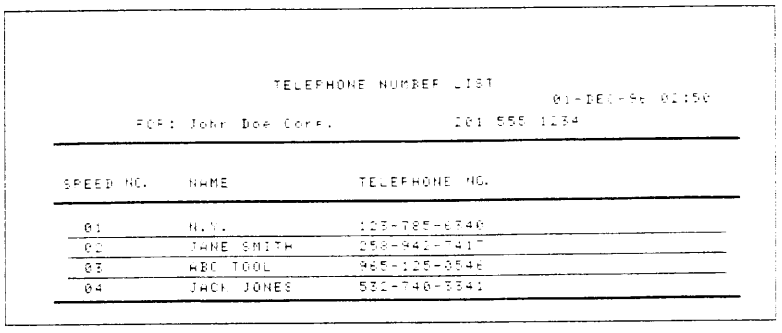
Timer list

This list shows the timer operations which are currently set.



Telephone Number List

This list shows the fax and voice numbers which have been stored for automatic dialling.



TELEPHONE NUMBER LIST

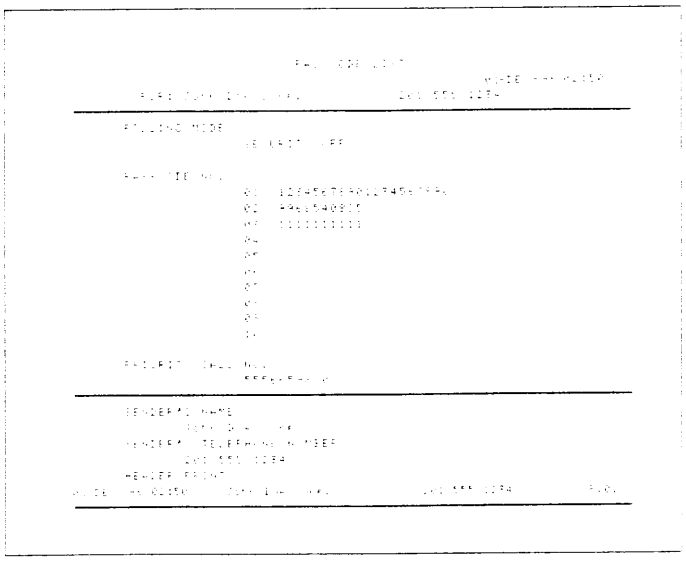
01-DEC-96 02:50

FOR: John Doe Corp. 201 555 1234

SPEED NO.	NAME	TELEPHONE NO.
01	N.Y.	123-785-6740
02	JANE SMITH	258-942-7417
03	ABC TOOL	985-125-3546
04	JACK JONES	532-740-8341

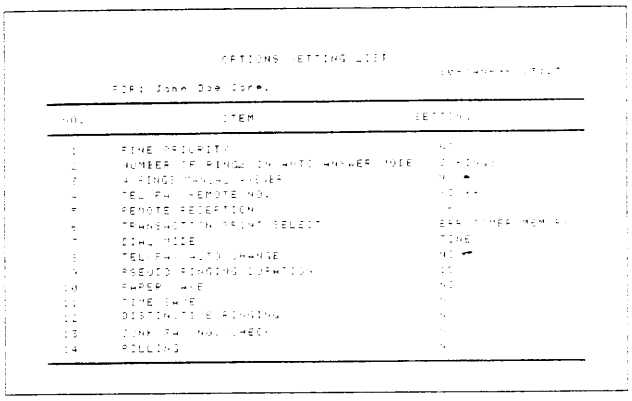
Passcode List

This list shows settings made for polling security, your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).



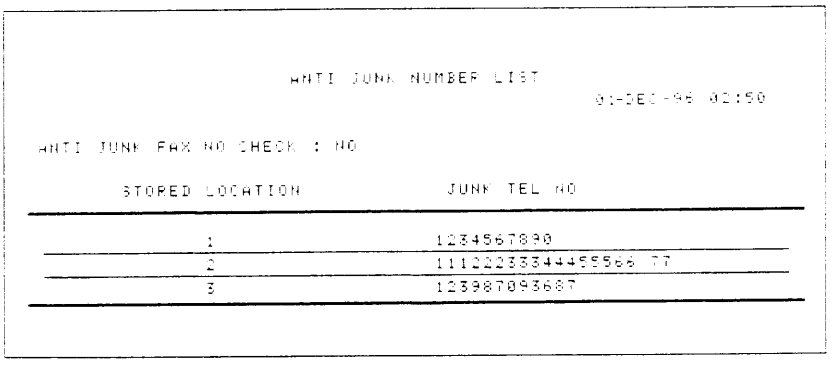
Options Setting List

This list shows the current status of the optional settings. The bottom part of the list shows the status of the settings made for answering machine connection.



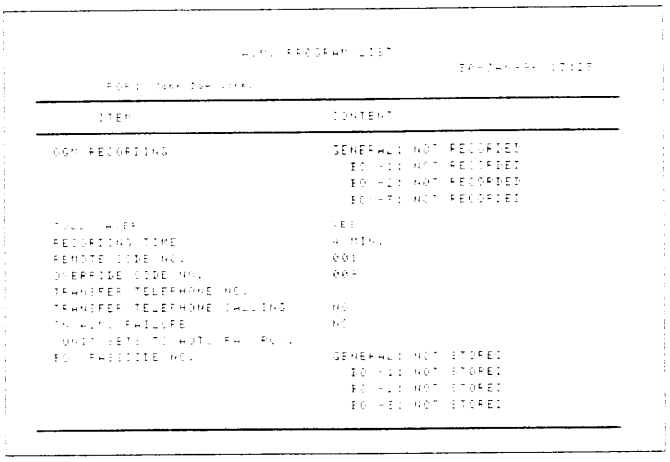
Anti Junk Number List

This list shows the fax numbers from which reception is not allowed.



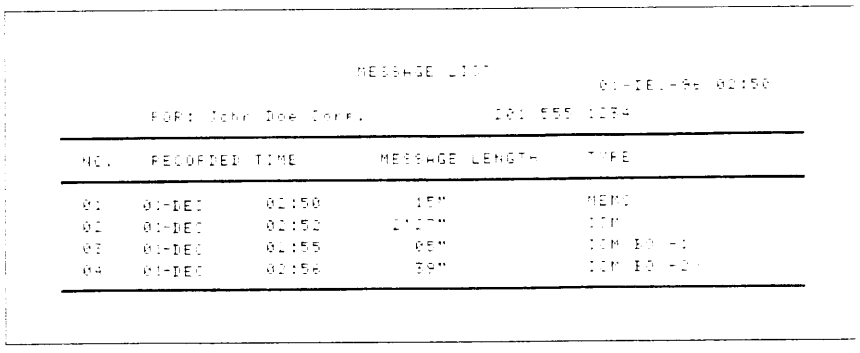
A.M. Program List

This list shows the settings and codes programmed for the answering machine.



Message List

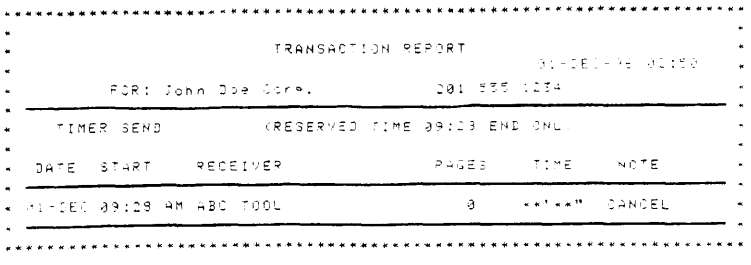
This list shows information about the messages currently recorded in the answering machine, including the date and time of recording, the length, and the type (ICM or memo).



Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax is set at the factory to print out the report only when an error occurs, or after a timer or memory operation. If desired, you can change the setting to have it printed out under a variety of other conditions. This is done by changing Option Setting 6 as described in Chapter 8.

- The report cannot be printed out manually.


TRANSACTION REPORT
FOR: John Doe Corp. 201 555 1234
TIMER SEND (RESERVED TIME 09:13 END ONL
DATE START RECEIVER PAGES TIME NOTE
01-DEC 09:09 AM ABC TOOL 0 **'** CANCEL

Explanation of headings

SENDER/ RECEIVER The fax number of the other machine involved in the transaction. In the case of a transmission, the number dialled appears. In the case of a reception, the programmed ID of the sending machine appears. If this machine does not have an ID function, the communication mode will appear (for example, "G3").

PAGES Number of pages transmitted or received.

NOTE **OK** - Transmission/reception was normal.

P.FAIL - A power failure occurred.

JAM - A problem with the fax paper or document occurred.

NO PAPER - You ran out of fax paper during reception.

COM.E-0 to **COM.E-7** - A telephone line error prevented the transaction. Explanations of the error numbers are given in the following tables. however, these are primarily for use by service engineers. In general, you will want to simply try the transaction again. If necessary, check with the other party to make sure their machine is functioning properly.

CANCEL - Transmission was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax does not have.

Transmission errors

E-0	Able to recognise handshake signal, but it has errors.
E-1	Cannot recognise the handshake signal from the receiver side.
E-2	Line disconnected during transmission.
E-3	Line disconnected after modem speed fall-back.
E-4	Line disconnected during multi-page transmission.
E-6	Cannot recognize the handshake signal for next page at receiver side.
E-7	No response from receiver side or "disconnect signal" is received at transmitter side.

Reception errors

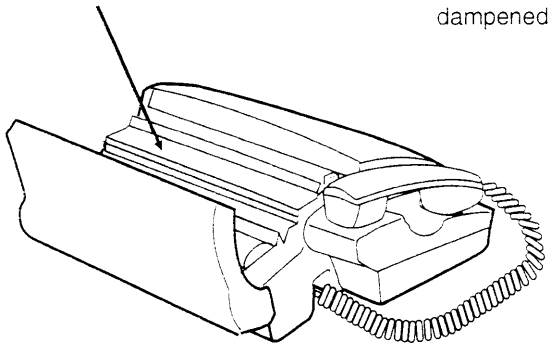
E-0	Able to recognise handshake signal, but it has errors.
E-1	Line disconnected during reception.
E-2	Cannot recognise the handshake signal from the transmitter side.
E-3	Cannot recognise the last handshake signal from the transmitter side.
E-4	Cannot recognise the handshake signal for next page from the transmitter side in the case of mode change.
E-5	Cannot recognise the handshake signal for next page from transmitter side.
E-7	No response from transmitter or "disconnect signal" is received at receiver side.

10 MAINTENANCE

Fax printing head

Clean the printing head frequently to ensure optimum printing performance. To clean the head, first disconnect the telephone line then unplug the power lead, open the paper compartment cover (grasp the finger hold on the right side of the cover and pull up), and remove the fax paper.

Printing head



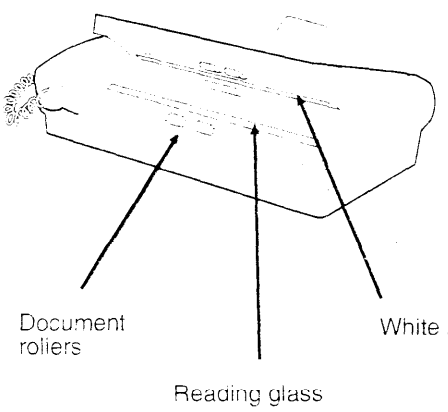
Wipe the printing head with a soft cloth dampened with denatured alcohol.

Caution!

- *Do not use benzene or thinner. Avoid touching the head with hard objects.*
- *The head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the head to cool prior to cleaning.*

Reading glass and rollers

Clean the reading glass and rollers frequently to ensure the quality of transmitted images and copies. Open the operation panel by pulling the front edge up (grasp it at the "**PANEL RELEASE**" mark), and clean them as shown below.



Wipe the reading glass, white backplate, and roliers with a soft cloth.

- Make sure that all dirt and stains (such as those of correcting fluid) are removed, as these will cause vertical lines on transmitted images and copies.

The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution!

- *Do not use benzene or thinner. These solvents may damage or discolour the machine.*

11 TROUBLESHOOTING

PROBLEMS AND SOLUTIONS

Problem	Check and remedy
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet. • Connect another electrical appliance to the outlet to confirm that it has power.
The fax does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, unplug the power cord and then plug it back in several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see "Transmittable documents" in Chapter 3).
Dialling cannot be performed.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** socket and the wall socket. • Make sure that the fax is set to the correct dialling mode for your telephone line. See Option Setting 7 in Chapter 8.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder. • Make sure that the fax paper is properly loaded at the receiving machine.

The power is on, but no transmission takes place.	• Make sure that the receiving machine has fax paper. • Make sure that the telephone line cord is plugged into the "**TEL. LINE**" socket, and not the "**TEL. SET**" socket. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Pick up the handset and check for a dial tone. Call the receiving machine by nomal (manual) dialling, and confirm its response.
A distorted image is received at the other end.	• Noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
The power is on, but no reception takes place. The fax paper does not come out.	• Make sure that the telephone line cord is plugged into the "**TEL. LINE**" socket, and **not** the "**TEL. SET**" socket. • The fax paper may be jammed. See "Clearing jammed fax paper" in this chapter.
The fax paper comes out blank when you try to receive or copy a document.	• Make sure that the fax paper is properly loaded in your fax. (If the roll has been loaded upside down, nothing will be printed.) • For reception, make sure that the document for transmission is loaded face down in the feeder of the transmitting machine.
The received document is faint.	• Make sure that you are using the recommended fax paper. See "Loading the Fax Paper" in Chapter 1. • Ask the other party to send higher contrast documents. If the contrast is still too low, your fax may have a problem. Make a copy to check it.

Received images are distorted.	• Noise on the telephone line may cause distortion. Have the other party try sending the document again. • The printing head may be dirty. See "Fax printing head" in Chapter 10. • Make a copy of another document on your fax. If the copy is also distorted, your fax may have a problem. If the problem persists, call for service.
Copies are distorted.	• Make sure that you are using the recommended fax paper. See "Loading the Fax Paper" in Chapter 1. • Make sure that the fax paper is properly loaded in your machine. • The printing head may be dirty. See "Fax printing head" in Chapter 10.
Reception/copying is interrupted.	• If reception or copying has been done continuously for a long time, the printing head may have become overheated. Turn off the power and let it cool down.
No reception occurs when polling is attempted.	• Make sure you have not run out of fax paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your fax and in the transmitting machine.
Bell Tinkle (New Zealand)	• The operation of this equipment on the same line as the telephone or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such a problem occur,contact your Sharp authorised Service Centre for information.

MESSAGES AND SIGNALS

Display messages

DOCUMENT JAMMED	The original document is jammed. See the following section, "Clearing Paper Jams".
FUNCTION MODE	The **FUNCTION** key has been pressed.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message, and then try again.
LINE IS IN USE	An extension phone connected to the fax is being used. Do not lift the fax's handset or attempt transmission at this time, as this will interrupt the conversation on the extension phone. Voice messages cannot be recorded, played back, or deleted while this message appears.
OUT OF PAPER	You have run out of fax paper.
ON HOOK DIAL	The **SPEAKER** key has been pressed and the fax is waiting for you to dial.
OVER HEAT	The printing head has overheated. Operation may be continued once it cools.
PAPER JAMMED	The fax paper is jammed. See the following section, "Clearing jammed fax paper".
READY TO SEND	A document has been loaded and the fax is waiting for transmission or copying instructions.
STORED	Programming has been completed.
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 bleeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

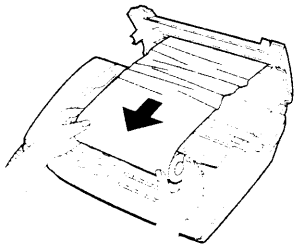
CLEARING PAPER JAMS

Clearing a jammed document

If a document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing the **START/MEMORY** key. If the document doesn't feed out, open the operation panel (grasp the front edge at the "**PANEL RELEASE**" mark and pull up) and pull it out gently.

Clearing jammed fax paper

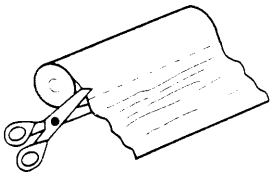
1



Open the paper compartment cover (grasp the finger hold on the right side of the cover and pull up), and remove the paper roll.

- **Caution!** Do not touch the metal strip in the compartment. It may be hot if a document has just been printed.

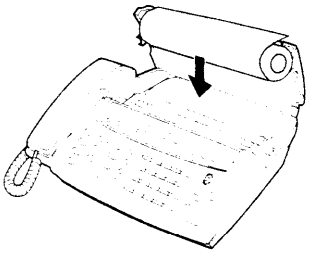
2



Cut off the wrinkled part of the paper.

- If any pieces of paper are stuck in the cutter, remove them with caution.

3



Reload the paper.

- Jammed fax paper is often caused by improper loading. Be sure to carefully follow the instructions for paper loading given in "Loading the Fax Paper" in Chapter 1.

Note: *If you are finding it difficult to reload the recording paper, the cutter may still be engaged in the cutting position. Make sure that no pieces of recording paper are stuck in the cutter assembly, close the operation panel, press the* **START/MEMORY** *key and re-open it. This will reset the cutter assembly, allowing you to reload the recording paper.*

SPECIFICATIONS

Applicable telephone line:	Public switched telephone network / PBX
Compatibility:	ITU-T (CCITT) G3 mode
Configuration:	Half-duplex, desktop transceiver
Compression scheme:	Modified Huffman and Sharp special mode
Scanning method:	Flat-bed, solid-state CCD
Resolution:	Horizontal: 8 lines/mm Vertical: Standard — 3.85 lines/mm Fine /Halftone— 7.7 lines/mm Super fine — 15.4 lines/mm
Recording system:	Thermal recording
Display:	7 x 5 dots, 1 line by 16-digit display
Automatic cutter:	Standard
Reception modes:	ANS/TEL/FAX
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Transmission time*:	Approx. 15 seconds (Sharp special mode)
Effective recording width:	210 mm max.
Input document size:	Automatic feeding: Width — 216 mm Length — 128 to 297 mm Manual feeding: Width — 216 mm Length — 128 to 1000 mm
Effective scanning width:	210 mm max.
Automatic document feeder:	20 sheets max.
Halftone (grey scale):	64 levels
Contrast control:	Automatic/Dark selectable
Copy function:	Standard (Fine resolution)
Telephone function:	Standard (cannot be used if power fails)

* Based on ITU-T Test Chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Power requirements:	230-240 V AC, 50 Hz
Operating temperature:	5 to 35°C
Power consumption:	Stand-by: 9.0 W Maximum: 120 W
Dimensions:	Width: 352 mm Depth: 294 mm Height: 130 mm
Weight:	Approx. 3.55 kg
Message recording time:	Approximately 11 minutes (with no documents in memory).
Document capacity in memory:	Approximately 20 pages (with no voice messages in memory).

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

QUICK REFERENCE GUIDE

Note: *Steps which are optional are enclosed in a dotted frame:* [ ]

Transmitting documents

Normal Dialling	Load document → [RESOLUTION] → Lift handset or press **SPEAKER** → Dial (press numeric keys) → Wait for reception tone → [START/MEMORY] → Hang up
Direct Keypad Dialling	Load document → [RESOLUTION] → Dial (press numeric keys) → [START/MEMORY]
Rapid Key Dialling	Load document → [RESOLUTION] → Press Rapid Key
Speed Dialling	Load document → [RESOLUTION] → SPEED DIAL → Enter Speed Dial number (press 2 numeric keys) → [START/MEMORY]
Redialling	Load document → [RESOLUTION] → REDIAL → Wait for reception tone → [START/MEMORY]

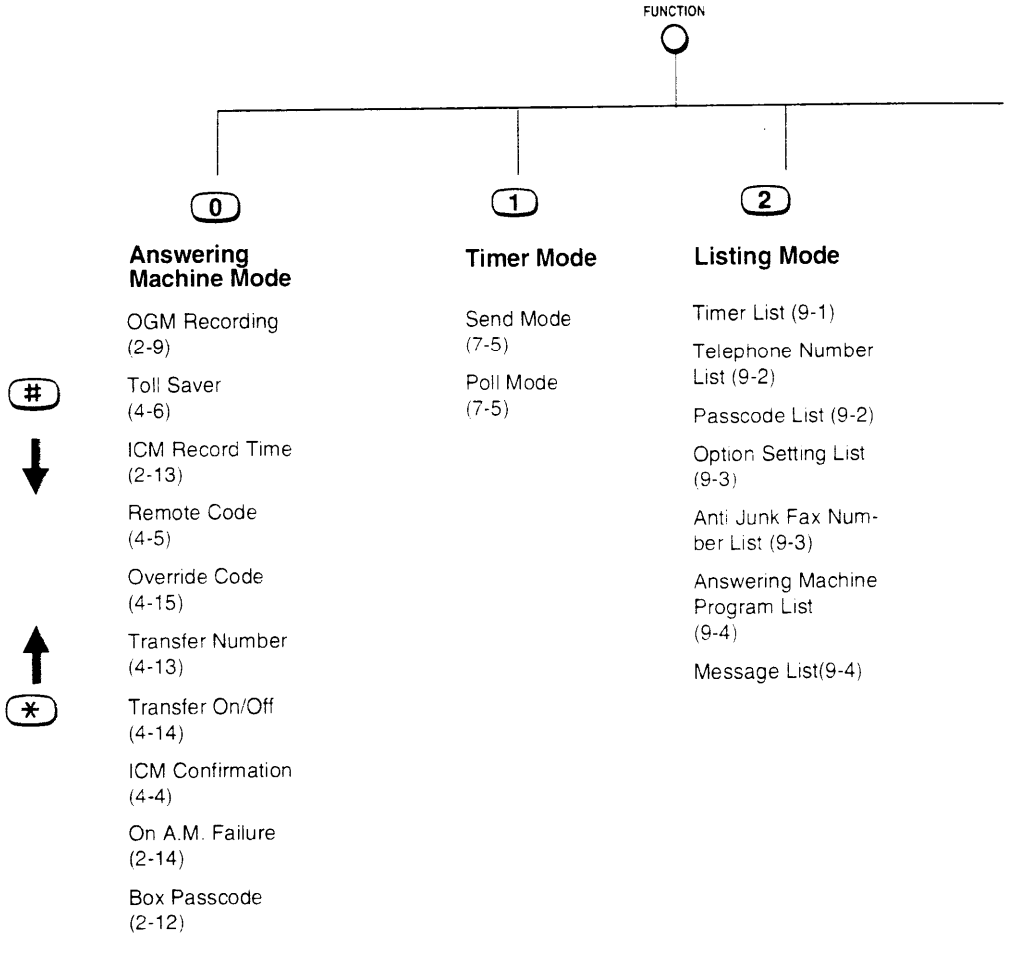
Making voice calls

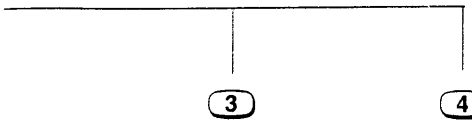
Recording an outgoing message	FUNCTION, 0, #, [START/MEMORY] →	Press a numeric key to select a box: "**0**: General Box "**1**: Box 1 "**2**: Box 2 "**3**: Box 3 "**4**: Transfer outgoing message	→ Press **REC/MEMO** and speak facing the "**MIC**" mark on the lower left corner of the machine → When finished, press **STOP**
Listening to received messages	▷/▷▷| PLAY/SKIP →	For a personal box, enter the box number →	Enter passcode if necessary
Erasing received message	**General messages** (no passcode): Hold down **DELETE** key for 2 seconds	**General messages** (passcode needed): Press **DELETE** and enter passcode	**Personal messages** Press **DELETE**, enter box number, and enter passcode if necessary

FUNCTION key menu

The following chart shows the layout of the functions and settings accessed by pressing the **FUNCTION** key. First press the **FUNCTION** key, the appropriate numeric key as shown, and then "#" or "✱" until the desired setting appears.

Instructions for making each setting appear in the display. If you have any difficulty, refer to the detailed instructions on the page shown below the setting.





3

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SHARP

SHARP CORPORATION OF AUSTRALIA PTY.LTD.

A.C.N. 003 039 405

1 Huntingwood Drive, Huntingwood, Blacktown, N.S.W., 2148

SHARP CORPORATION OF NEW ZEALAND LIMITED.

Cnr Mahunga Drive & Hastie Ave. Mangere Bridge, Auckland

New Zealand

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